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ABSTRACT

Governance, university offerings, faculty information, and general services and facilities are reviewed in the 1975-76 faculty handbook. University governance is described in terms of the bylaws of the board of trustees, executive administration, academic officers, faculty policy and organization, admission standards, registration procedures, and grading. Specific information regarding faculty members deals with academic freedom, appointment and promotion, tenure, dismissal, contracts, services and salaries, retirement, leaves of absence, meetings and committees, fringe benefits, outside activities, patent policy, travel, teacher-course evaluation, academic honesty, and awards. Additional sections of the handbook cover university procedures, academic service facilities, public relations and development, personal services, organizations, state and local tax structure, and community facilities and services. (LBH)

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Faculty Handbook

University of Notre Dame

1975-76

Notre Dame can and must be a crossroads where all the vital intellectual currents of our times meet in dialogue . . . where the great issues of the Church in the world today are plumbed to their depths . . . where every sincere inquirer is welcome, listened to and respected by a serious consideration of what he has to say about his belief or unbelief, his certainty and uncertainty . . . where difference of culture and religion and conviction can coexist with friendship, civility, hospitality and especially love . . . where the endless conversation is harbored, not foreclosed.

Rev. Theodore M. Hesburgh, C.S.C.
President

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University Governance

Introduction

First, a brief word about the University of Notre Dame itself. This institution of Catholic higher learning was founded in late November (tradition has it on or about the Feast of St. Andrew) of 1842 by a priest of the Congregation of Holy Cross, Rev. Edward Sorin, C.S.C. The original land grant of several hundred acres had been bought by Rev. Stephen T. Badin, the first Catholic priest ordained in the United States, and left in trust to the Bishop of Vincennes, Ind., for anyone who would found a school here. Father Sorin and his companions called their school, in their mother tongue, *L'Universite de Notre Dame du Lac*. With the simple anglicizing of the word *Universite*, our official corporate title is still more French than English. The University was officially chartered by a special act of the legislature of the state of Indiana on Jan. 15, 1844. It is worthy of ecumenical note and gratitude that a Methodist senator was responsible for this action and the writing of the charter, one of the best in the land.

The first century of Notre Dame's history has been amply recorded in Arthur Hope's *Notre Dame: A Hundred Years* (Notre Dame Press, 1948).

The second century began in 1942. The post-World War II years have been productive of an enormous growth of the University that might well be termed explosive. Between the years 1945-67, the operating budget grew from four to thirty-five millions of dollars; the endowment from four to almost seventy million; and whereas 10 million had been spent on plant from Notre Dame's founding until 1945, in the years since over 60 million have been expended on permanent plant, and the landholding is now about 1,100 acres, of which more than half is in actual academic use.

Notable as these physical figures may be, the internal growth and the newly evolving governance of the University are even more important. This puts this Faculty Manual in a special context as another sign of Notre Dame's growth and maturity. The recently reorganized Board of Fellows and Board of Trustees of the University are further evidences of internal growth and modernization of Notre Dame as an institution of Catholic higher learning in the modern context.

The final result administratively is a pyramidal organization with a very wide base, encompassing all the faculty, and a very small group at the ultimate apex of University governance, the Board of Trustees. Motion is initiated mainly upwards from the large base to the small apex, rather than downwards, although hopefully there will be leadership on all levels and fruitful motion in all directions.

It should be admitted in all frankness that this American pattern of university governance, involving faculty, administration, boards of trustees, and, to a lesser extent, students, all in a delicate and precarious balance, is not the best of man's political inventions. It may even be one of the worst, from a point of view of efficiency, but historically it is the best we have found, it has stood the test of time, and it has produced, when understood and operated with wisdom and humanity, our very best American universities. There is no reason to believe that Notre Dame's future history will be otherwise than that of the best, if we too are blessed with wisdom and humanity.

I should say a word here about Notre Dame as a Catholic university, especially since many of our faculty members and students are not Catholic, and many future members of the total University family are likely not to be Catholic — as has ever been true in the past.

Especially prospective new members should know what kind of university community they are getting into. A casual or even careful reading of this Faculty Manual reveals little that would not be equally true of academic procedures in any university — which is as it should be, since we are a university before we are a Catholic university. The manual has a few words in one place about "Catholic character" and the "basic aims of the institution" are mentioned in another context. What does Notre Dame aim to be as a Catholic university? What in heaven's name is its Catholic character? I cannot really say in any lengthy, precise, or definitive detail, but I do owe this community at least a few words on the subject. Hopefully, those following me will improve on this, but then, we've lived and grown here, as a Catholic university, for about 125 years with no words to date. These words are at least an attempt at self-identity. High time, one might say.

Briefly, a Catholic university should begin by being a great university, in the full richness of the modern university's reality. Notre Dame should be, first and foremost, a community of scholars, learning and teaching together, and together dedicated to serve in our day mankind's total development, spiritual, intellectual, cultural and material. The first two tasks, learning and teaching, are classical in the university, although learning is cloaked today in the term research. The third task of service to humanity is new to our generation as a specific university function.

Granting Notre Dame's commitment as a university to this triple task, this should also be a place where all the great questions are asked, where an exciting conversation about the most important human concerns is continually in progress, where the mind constantly grows as the values of intelligence and wisdom are cherished and exercised in full freedom. Any great university must be thus generally characterized, or it is neither a university nor great.

Notre Dame, as a Catholic university, must be all of this and something more. The University, *as Catholic*, is universal in a double sense: first, its concern touches the moral as well as the intellectual dimensions of all the questions it asks itself and its students, and, secondly, it must emphasize the rightful centrality of philosophy and theology among its intellectual concerns if there are to be real adequacy of knowledge in the university, universality in the mind's quest for knowledge and meaning, rightness and relevance, understanding and wisdom.

This dual commitment is more personal than institutional, and can only be made by persons in that atmosphere of freedom which above all must characterize the Catholic university in our day. One might assume that our faculty and students, whatever their personal faith, are united in believing that intellectual virtues and moral values are important in life, that the good and wise man, as we are given to perceive him by our intelligence and conscience, is the truest personal measure of our ultimate success as educators and educated.

Notre Dame must give vital, living witness to the wholeness of truth from all sources, both human and divine, while recognizing the real sacredness of all truth from whatever source, and the validity and autonomy of all paths to truth. Notre Dame should reflect profoundly, and with full commitment, its belief in the existence of God and in God's total revelation to man, especially the Christian message; the deep, age-long mystery of salvation in history; the inner, inalienable dignity and rights of every single human person, recognizing at the same time both man's freedom and his fallibility, buttressing man's every move toward a more profound perception of truth and a more humane achievement of justice in our time — and Notre Dame must try to do all of this

in the most ecumenical and open spirit. Somehow, all of this Judeo-Christian tradition should be reflected at Notre Dame in the very human atmosphere of this beautiful campus — in a spirit of civility as well as of love, in openness as well as in commitment in our pilgrim search as well as in our enduring faith and hope. We may do all of this poorly — but we cannot, as a Catholic university in the modern context, attempt to do less. What is most important is that this endeavor must be the personal responsibility of each one of us.

It is the most sobering of thoughts that we, fallible human beings, must try to create this kind of institution, realizing full well that, in its total vision, such a Catholic university has never really existed and, even today, many think the very concept impossible. I think we can do it, clergy and laity, Catholics and non-Catholics, working together, each contributing something, each believing it is worth the try.

I have often tried to visualize the reality of the Catholic university, the ideal Notre Dame, if you will, in images, especially these three:

1) A *beacon*, shining with the great light of intelligence illumined by a faith which seeks an ever greater understanding and expression of what we believe, in words that really speak to modern man, to his hopes and fears, to his aspirations and anguishes, to his frustrations and his generosity. The Christian university in America should be *the* place where enlightened conscience fearlessly confronts all the frightening manifestations of raw power of all kinds in our times.

2) A *bridge* across the chasm of misunderstandings that divide so profoundly so much of the modern world, the believers and unbelievers, the rich and the poor, the free and the slave, the developed and the underdeveloped nations, the North and the South, the East and the West, the knowing and the ignorant, the material and the spiritual, the scientist and the humanist, and all the rest. Notre Dame should be a bridge, touching and deeply concerned with both sides of every human chasm. Notre Dame can be a mediator, a bridge builder, a go-between, an honest intellectual broker promoting understanding and peace. Again, in this context, Notre Dame means each one of us.

3) A *crossroads*. Notre Dame can and must be a crossroads where all the vital intellectual currents of our times meet in dialogue, where the Church confronts the modern world with all its insights and all its anguishes, with all its possibilities and all its despairs, where the great issues of the Church in the world today are plumbed to their depths. Notre Dame should increasingly become a place where every sincere inquirer is welcome, listened to, and respected by a serious consideration of what he has to say about his belief or unbelief, his certainty and uncertainty. Notre Dame must be a place where difference of culture and religion and conviction can coexist with friendship, civility, hospitality, and especially love; where the polarity of a Catholic *Weltanschauung*

and belief can be a real catalyst for needed discussion, and the creator of an atmosphere of concern for the spiritual dimensions of man's nature and destiny; where the endless conversation is harbored, not foreclosed.

There is a vision of all of this in Vatican II's Constitution on the Church in the Modern World. This document, which I commend to all faculty members, is the real base for a new charter for Catholic universities that merits further study from all who live and work in Catholic universities.

All of this has been sketchy, intuitive, imaginative, perhaps even rhetorical. But from one who has spent most of his adult life trying to reach greatness, whatever this means, for Catholic higher education, it is at least and at best an honest statement, a word of hope for all who might hear, understand, and respond. May they be many — and competent.

A large part of the honesty is that all who are really interested in the vision of a great Catholic university in our times are welcome to help make it come true at Notre Dame. I hope that this Faculty Manual, thus presented at some length, will create a context wherein all the faculty may be enabled to do this effectively, even enthusiastically. This is what I think this Faculty Manual is all about, the spirit that vivifies the letter.

Rev. Theodore M. Hesburgh, C.S.C.
President

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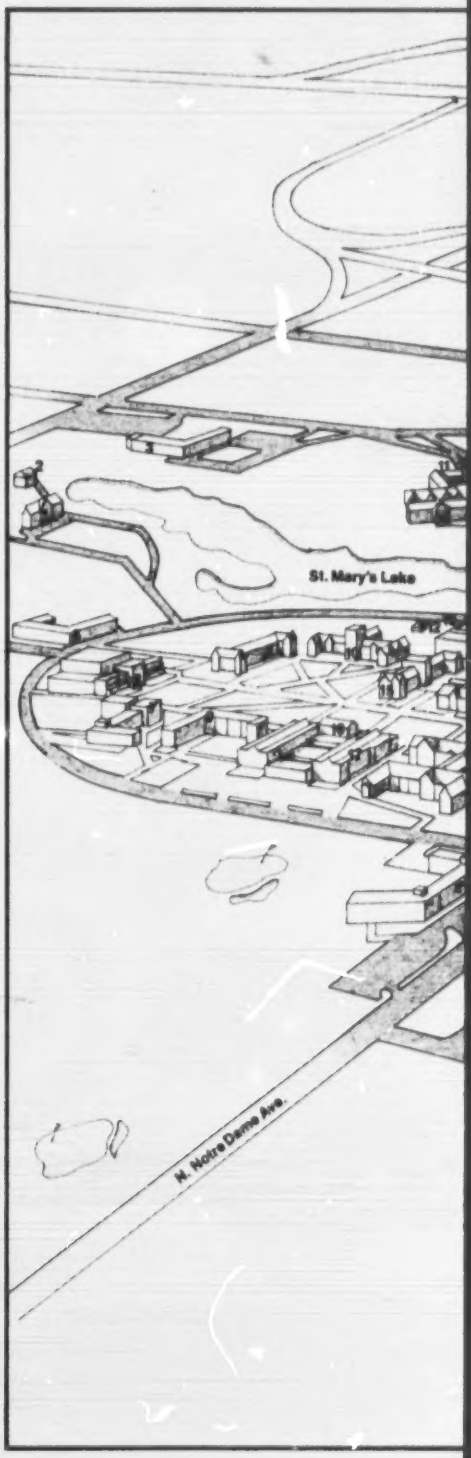

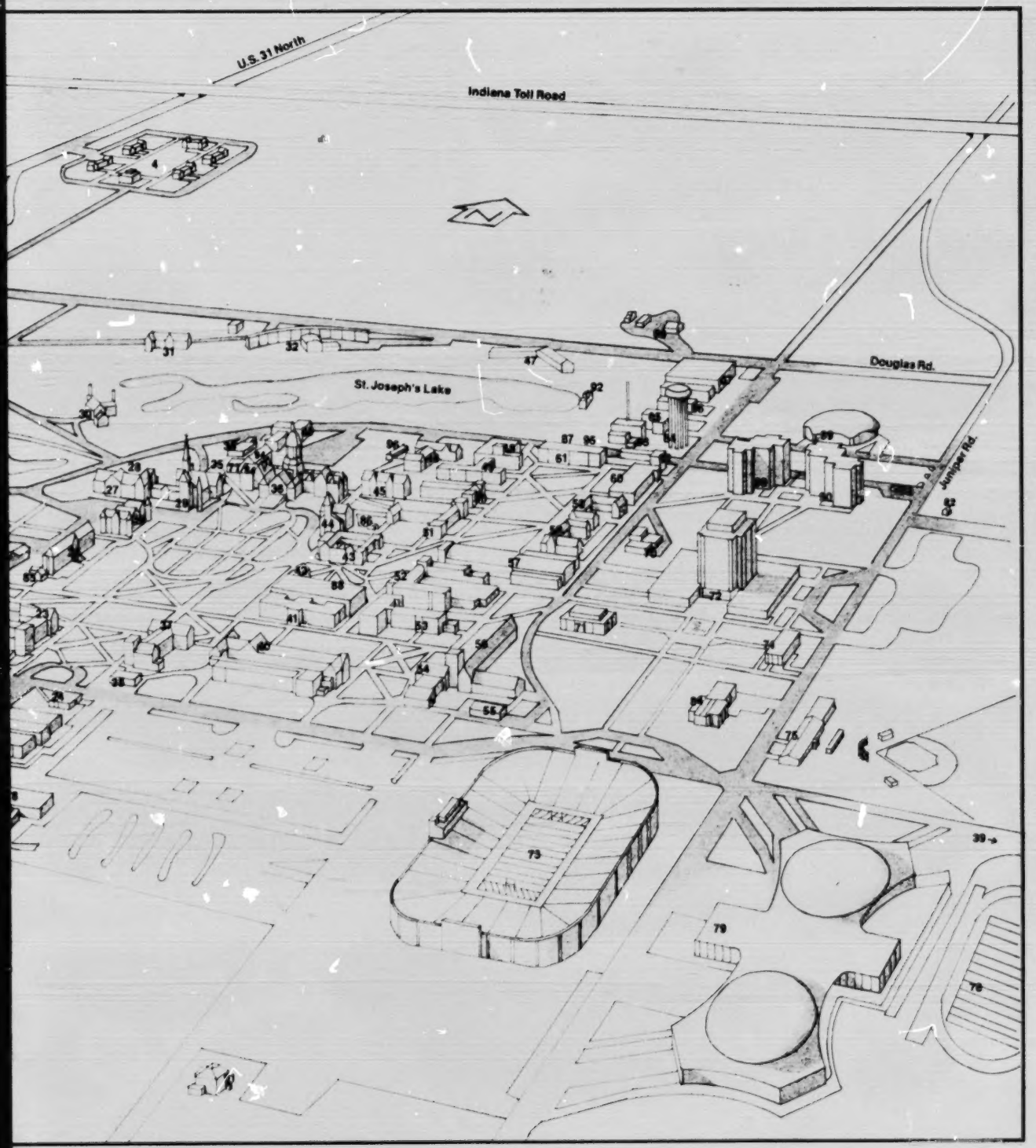
U.S. 31 North
Indiana Toll Road
Douglas Rd.
St. Joseph's Lake
Juniper Rd.

Charter

AN ACT TO INCORPORATE THE UNIVERSITY OF NOTRE DAME DU LAC AT SOUTH BEND IN ST. JOSEPH COUNTY, INDIANA.

Enacted January 15, 1844, Amended January 13, 1845, March 8, 1873, and March 11, 1937.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF INDIANA, That Edward Frederick Sorin, Francis Lewis Cointet, Theophilus Jerome Marivault, Francis Gouesse, and their associates and successors in office, be, and are hereby constituted and declared to be a body corporate and politic, by the name and style of the University of Notre Dame du Lac, and by that name they shall have perpetual succession, with full power and authority to confer and grant, or cause to be conferred and granted, such degrees and diplomas in the liberal arts and sciences, and in law and medicine, as are usually conferred and granted in other universities of the United States: Provided, however, That no degrees shall be conferred or diplomas granted except to students who have acquired the same proficiency in the liberal arts and sciences, and in law and medicine as is customary in other universities in the United States; to elect a president and all such other officers, professors, instructors, and agents as they may think necessary for the benefit of said university; to contract and be contracted with; to borrow money; to acquire, hold, enjoy, and transfer property, real or personal, in their corporate capacity; to make, have and use a common seal, and the same to alter at pleasure; to sue and be sued, to plead and be impleaded in any court of law or equity; to receive and accept of any grants, gifts, donations, bequests, or conveyance by any person, company, or corporation, of any property, real or personal, and to hold and convey, and dispose of the same as may by them be deemed best for the interest of said institution; to make, ordain, establish, and execute such by-laws, rules, and ordinances not inconsistent with the Constitution and laws of the United States, or of this State, as they shall deem necessary for the welfare of said university, and to do all other acts in pursuance thereof necessary for the promotion of the arts and sciences, and the prosperity of said university; provided that said corporation shall be known as and be a charitable, religious, educational and eleemosynary, non-stock corporation and one not organized for profit.

Statutes of the University*

I. There is hereby created a body whose members shall be known as "The Fellows of the University of Notre Dame du Lac" ("the Fellows") who shall have and exercise all power and authority granted by that certain Act of the legislature of the State of Indiana approved on January 15, 1844 (as amended by Acts of said legislature approved January 13, 1845, March 8, 1873, and March 11, 1937) herein sometimes referred to as the Chartering Act, as amended) to the Founding Group and to their successors and associates in office for the governance of the University.

II. The Fellows of the University shall be a self-perpetuating body and shall be twelve (12) in number, six (6) of whom shall at all times be members of the Priests Society of the Congregation

*Operating under its founding charter from the State of Indiana adopted on January 15, 1844, the University of Notre Dame for many decades had been governed by a self-perpetuating Board of Trustees comprised of six Holy Cross Priests.

On March 28, 1967, the above Board of Trustees approved the Statutes of the University, herein set forth as amended, providing for six laymen to join with the six aforementioned priests in a body which replaced the present Board of Trustees and is known as "The Fellows of the University of Notre Dame du Lac." The prior Bylaws were abrogated and the required number of new Fellows elected.

On April 8, 1967, at a meeting of the Fellows, the statutes were ratified and new bylaws were approved which delegate the general power of governance of the University to a Board of Trustees. These bylaws are likewise set forth as amended in this document.

of Holy Cross, Indiana Province (herein called "Clerical Fellows"), and six (6) of whom shall be lay persons (herein called "Lay Fellows"). Following the creation of a newly constituted Board of Trustees of the University, as is contemplated by the enactment of these Statutes, it shall be a prerequisite for the holding of the office of Lay Fellow that the incumbent shall be a Trustee of the University. Six of the Fellows shall hold their office *ex officio*, namely, the Provincial of the Priests Society of the Congregation of Holy Cross, Indiana Province, the President of the University, the Provost, the Executive Vice President, the Chairman of the Board of Trustees of the University and the Secretary thereof, it being understood that such *ex officio* membership shall become operative at the time that said Board of Trustees shall be reconstituted as aforesaid. Except in the instance of *ex officio* Fellows, vacancies occurring amongst the Fellows of the University as the result of death, disability, resignation, or otherwise, shall be filled by a majority vote of the Fellows remaining in office. Any Fellow (excluding a Fellow holding his office *ex officio*) may be removed from office by the vote of at least two-thirds of all of the other Fellows then in office when in the opinion of such Fellows the welfare of the University requires such action. Vacancies in the Fellows arising from any cause shall be promptly filled with strict adherence to the requirement that the membership of the Fellows shall at all times be equally divided between clerical and lay persons. If at any time, by reason of *ex officio* membership on the Board of Fellows, there would be a majority of Lay Fellows, the size of said Board shall immediately be adjusted to twelve (12) to assure compliance with said requirement by immediate resignation of the Lay Fellow who shall have had the shortest tenure as a member of the Board of Trustees.

III. The Fellows, other than those who become such *ex officio*, shall be classified with respect to the time for which they shall severally hold office into three (3) classes, each class to consist of one-third in number of the Fellows, as near as may be. The first class shall consist of two (2) Fellows to be elected for terms expiring on the date of the annual meeting to be held in 1969. The second class shall consist of two (2) Fellows to be elected for terms expiring on the date of the annual meeting to be held in 1971. The third class shall consist of two (2) Fellows to be elected for terms expiring on the date of the annual meeting to be held in 1973. At each biennial election commencing in 1969 and thereafter, the successors of the class of Fellows elected for terms expiring in the year of such biennial election shall be elected to hold office for a term of six (6) years and to the extent required such number of additional Fellows shall be elected to fill any increase in the authorized number of, or any vacancies then existing in, such or any other class of Fellows. In the case of the Provincial of the Priests Society of the Congregation of Holy Cross, Indiana Province, the President, the Provost, the Executive Vice President of the University, the Chairman of the Board of Trustees of the University (as hereinafter constituted), and the Secretary of said Board of Trustees, their respective terms as Fellows shall be coincident with their incumbency in their other respective offices.

IV. An annual meeting of the Fellows shall be held immediately prior to the Spring meeting of the Board of Trustees of the University. Special meetings of the Fellows may be called by the Chairman or by any other three (3) Fellows upon ten (10) days prior written notice. A quorum for the transaction of business shall consist of at least two-thirds (2/3) of the Fellows in office.

The President of the University shall be the Chairman of all meetings of the Fellows. In his

absence, the Fellows shall designate a Chairman *pro tem*. The Fellows shall elect a Secretary of the Board of Fellows from their membership who shall perform the duties customary to that office including the giving of notice to all Fellows of regular and special meetings of the group.

V. The Fellows of the University shall perform the duties of their office as follows:

a) Except to the extent that the Fellows shall delegate authority to the Board of Trustees, they shall exercise the powers and authority granted to them by the Chartering Act, as amended, and by the applicable laws of the State of Indiana.

b) The Fellows shall elect the Trustees of the University for the purpose, in the manner and at the times specified by the Bylaws of the University. The Fellows by at least a two-thirds vote of all the Fellows then in office shall have the power to remove any Trustee when in their judgment the welfare of the University so requires and provided such removal has been first recommended by the Board of Trustees in the manner specified in the Bylaws.

c) The Fellows shall adopt and amend the Bylaws of the University, provided at least two-thirds (2/3) of the Fellows then in office concur in each and every such action.

d) No sale or transfer of a substantial part of the physical properties of the University shall be made without the concurrence of at least two-thirds (2/3) of the Fellows then in office.

e) The essential character of the University as a Catholic institution of higher learning shall at all times be maintained, it being the stated intention and desire of the present Fellows of the University that the University shall retain in perpetuity its identity as such an institution.

f) The University's operations shall be conducted in such manner as to make full use of the unique skills and dedication of the members of the Priests of Holy Cross, Indiana Province, Inc. Four specific traditional areas, *inter alia*, are noted here:

1) The intellectual life of the University should at all times be enlivened and sustained by a devotion to the twin disciplines of theology and philosophy. They are viewed as being central to the University's existence and function. Here the role of the priest-professor can and should be a vital one.

2) It is important that members of the Holy Cross Community be active in as many academic roles at the University as their talents and training permit. The very presence of priest-scholars can add immeasurably to the total endeavor of the University and to its essential Catholicity.

3) Another central function of the priest in Notre Dame life is the pastoral apostolate within the University community. In the postconciliar Church, this activity is even more imperative than ever before if the full richness of Catholic life is to be imparted to the student body and faculty members.

4) The administration of the University should be a collaborative effort of the priest and the layman. In those areas of administration where a priest has special competence and experience, he should be assigned commensurately important duties, to the end that his dedication to the total task of the University may be effectively utilized and encouraged.

VI. The Statutes of the University may be amended only by the vote of at least two-thirds (2/3) of the Fellows then in office.

VII. To the extent that any powers granted to the Board of Trustees (and not expressly reserved to the Fellows) are powers of a kind and character originally granted to the Fellows or to their predecessors in office the Trustees shall be deemed to be "Associates" of the Fellows (as such term is used in the Chartering Act, as amended) in the exercise of such powers.

Bylaws of the Board of Trustees

Section I/The Board of Trustees

1. Except to the extent of those powers specifically reserved to the Fellows of the University of Notre Dame du Lac ("the University") in the Statutes of the University, all powers for governance of the University shall be vested in a Board of Trustees which shall consist of such number of Trustees not less than thirty (30) nor more than forty-five (45) as shall from time to time be fixed by resolution of the Fellows.

2. The following persons shall be *ex officio* Trustees of the University:

The Fellows of the University who are members of the Priests Society of the Congregation of Holy Cross, Indiana Province ("Clerical Fellows"), the President and Honorary President of the Alumni Association and the Vice President of the University for Business Affairs if the latter person shall not at the same time be a Clerical Fellow. The term of office of such *ex officio* Trustees shall be coextensive with their incumbency in their other respective offices.

3. The Trustees, other than *ex officio* Trustees, shall be classified with respect to their term of office into three classes, each class to consist of one-third (1/3) in number of such Trustees as near as may be. The first class shall be elected for the terms expiring on the date of the annual meeting of the Board of Trustees to be held in 1969, the second class shall be elected for the terms expiring on the date of the annual meeting to be held in 1971, and the third class shall consist of Trustees to be elected for the terms expiring on the date of the annual meeting to be held in 1973. In 1969 and thereafter election of Trustees by class shall occur biennially. At each biennial election commencing in 1969 and thereafter, the successors of the class of Trustees elected for terms expiring in the year of such annual election shall be elected to hold office for a term of six years and to the extent required such number of additional Trustees shall be elected to fill any increase in the authorized number of, or any vacancies then existing in, such or any other class of Trustees.

4. All Trustees shall be elected by the Fellows of the University at a meeting which shall be held immediately prior to the Spring meeting of the Board of Trustees. When a vacancy occurs among the Trustees (other than *ex officio* Trustees), the Nominating Committee of the Board of Trustees (as hereinafter constituted) shall nominate a candidate or candidates to fill such vacancy and shall report its nominations to the Board of Trustees who, if they concur, shall transmit the same to the Fellows for their consideration.

5. The Board of Trustees by a two-thirds vote of all of its members may recommend to the Fellows of the University the removal of any Trustee from office, after giving him an opportunity to be heard, if in the opinion of the Board the welfare of the University requires such action.

6. Except in the case of Trustees who were over sixty-four years of age as of June 30, 1966, the retirement age for Trustees shall be seventy. Thereafter a retired Trustee shall have the status of Trustee Emeritus and by virtue thereof shall receive notice of all meetings of the Board of Trustees, may attend all meetings of the Board and participate therein but shall have no right to vote.

7. The Board shall hold at least two regular meetings in each academic year, one in the Spring and the other in the Fall of the year. Special meetings may be called by the Chairman of the Board, the Chairman of the Executive Committee, or by

any five or more Trustees. The Secretary of the Board, or his designee, shall give at least thirty (30) days prior written notice of all meetings of the Board. Meetings of the Board may be held within or without the State of Indiana.

8. Fifteen persons present in person shall constitute a quorum competent for the transaction of business at meetings of the Board.

9. The Board shall elect from its own members a Chairman and a Secretary who shall be chosen from the lay membership of the Board. The Board may appoint an Assistant Secretary who need not be a Trustee.

10. The Chairman of the Board shall preside at all meetings of the Board, shall, subject to the qualifications set forth in these Bylaws, execute all legal documents, instruments and communications on behalf of the Board, shall appoint members to *ad hoc* committees of the Board not otherwise provided for in these Bylaws, and shall perform such other duties as he may be directed from time to time by the Board. During the absence or disability of the Chairman, the Board shall appoint a Chairman *pro tem*. The Chairman shall be elected for a two-year term and may, from time to time, be reelected to such office.

11. The Secretary of the Board shall keep a record of all votes and minutes of the proceedings of the Board, shall perform such other duties as are conferred upon him by these Bylaws, and have such other powers and duties as may be conferred upon him from time to time by the Board. By appropriate resolution the Board may designate the Assistant Secretary to perform any of such functions.

Section II/Officers of the University

1. All officers of the University shall be elected by the Board of Trustees and shall consist of a President, a Provost, an Executive Vice President, an Associate Provost, a Vice President for Student Affairs, a Vice President for Business Affairs, a Vice President for Public Relations and Development, a Vice President for Advanced Studies, a Vice President and General Counsel, a Treasurer, an Assistant Treasurer, a Secretary, and such other officers as the Board of Trustees (after consultation with the President) may from time to time determine. Any two or more offices may be held at the same time by one person. All officers of the University shall hold office for an indefinite duration and shall serve at the pleasure of the Board of Trustees.

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2. The President of the University shall be elected by the Trustees from among the members of the Priests Society of the Congregation of Holy Cross, Indiana Province, after receiving recommendations made by the Nominating Committee of the Board. The Nominating Committee, before submitting any nominations to the Trustees, shall request a recommendation or recommendations for the office of President from the Provincial of the Indiana Province of the Priests Society of the Congregation of Holy Cross. The Nominating Committee may also receive recommendations from any other interested person or persons.

3. The President shall be the executive head of the University and shall be responsible for the general direction of its affairs. He shall make appointments to the academic and nonacademic staffs of the University (except for offices with respect to which the appointive power is reserved to the Board). He shall be an *ex officio* member of all committees of the Board. He shall preside at all academic functions at which he is present and shall represent the University before the public.

He shall have the power to sign in the name and on behalf of the University all contracts, deeds and other legal instruments made in the ordinary course of the business of the University. (Any such instruments may also be signed by the Provost, by the Executive Vice President, by the Financial Vice President, or by any other person designated for such purpose by the Board of Trustees or by the Executive Committee or by the President.) The President shall make, or cause to be made, an annual report of the affairs and general condition of the University at the annual meeting of the Board. The President shall make at least annual financial reports to the Board of all funds and assets belonging to the University and of all income and expenditures pertaining to its operations. Such reports shall reflect any and all investments, reinvestments, and other changes in the securities held by the University. He shall submit an annual budget for the operations of the University to the Board or to the Executive Committee. In the absence or disability of the President, the Provost shall become Acting President or in his absence or disability the Executive Vice President shall become Acting President, pending the further action of the Board.

4. Subject to the supervision and direction of the Board of Trustees, the President shall have the power to designate the duties and functions of the other officers and agents of the University.

5. Any officer of the University may be removed from office by a vote of at least two-thirds (2/3) of the Trustees then in office when in their opinion the welfare of the University requires such action.

Section III/Committees

The standing committees of the Board shall be the Executive Committee, the Nominating Committee, the Academic and Faculty Affairs Committee, the Student Affairs Committee, the Financial Affairs Committee, the Investment Committee, the Public Relations and Development Committee and the Liaison Committee for the Advisory Councils of the University. The Chairman of the Board of Trustees and the President of the University shall be *ex officio* members of every standing committee. Unless otherwise specifically provided for, each standing committee shall elect its own secretary who need not be a member of the Board of Trustees.

1. The Executive Committee between meetings of the Board shall have all of the powers and functions of the Board, except that the Executive Committee shall not have power to recommend removal of a Trustee or the power to elect or remove the President of the University. The Executive Committee shall consist of such number of Trustees as shall be designated at the annual meeting of the Board, but shall have not less than seven (7) members. The Secretary of the Board of Trustees, the Provost and the Executive Vice President of the University shall be *ex officio* Committee members. The President of the University shall be Chairman of the Committee. The Secretary of the Board of Trustees shall be the Secretary of the Executive Committee. The Committee, as nearly as may be practicable, shall meet at least two (2) times a year.

2. The Nominating Committee shall consist of not less than five (5) members, one of whom shall be the Chairman of the Board of Trustees and one of whom shall be the President of the University, except in a situation in which the Committee has under consideration a nomination for the office of President in which case the Board shall designate another member as a substitute for the President. The function of the Committee shall be to submit nominations to the Trustees for the office of President and all other officers of the University. The Nominating Committee shall also submit to the Trustees its nominations for the office of Trustee when vacancies occur either by death, resignation, removal, retirement, or by enlargement of the membership; and the Trustees, after consideration of such nominations, shall submit them to the Fellows with such modifications, if any, as they shall deem appropriate. All nominations by the Committee for the office of Trustee shall be made at least fifteen (15) days prior to the Spring meetings of the Fellows and the Board of Trustees. Additionally, the Committee shall submit nominations to the Trustees for membership on the various Standing Committees of the Board.

3. The Academic and Faculty Affairs Committee shall consist of not less than seven (7) members, one of whom shall be the Provost and one of whom shall be the Vice President for Advanced Studies who need not be a Trustee of the University. Its membership shall also include *ex officio* members of the faculty. The Committee shall concern itself with the educational policies and plans of the University; it shall inform itself as to conditions in the various colleges, schools and departments of the University and recommend measures deemed requisite to make the most effective use of the educational resources of the University, including faculty, curriculum, library facilities, and related matters.

4. The Student Affairs Committee shall consist of not less than seven (7) members, one of whom shall be the Vice President for Student Affairs, who need not be a Trustee of the University. Its membership shall also include *ex officio* members of the student body. This committee shall concern itself with a continuing assessment and appraisal of the extracurricular aspects of student life, maintaining an ongoing relationship and communication with student leaders and student organizations.

5. The Financial Affairs Committee shall consist of not less than five (5) members, one of whom shall be the Executive Vice President and one of whom shall be the Vice President for Business Affairs. This Committee is charged with overseeing the business affairs of the University. It shall maintain a five-year financial plan for the University related to educational goals and realistic assumptions. Among other things it shall review and recommend to the full Board the University's annual budget.

6. The members of the Investment Committee shall be not less than seven (7) in number. One of such members shall be the Vice President for Business Affairs. Another shall be the Treasurer of the University, who need not be a Trustee of the University. The Committee shall have the power to invest and reinvest the endowment funds of the University subject to such limitations and restrictions as may be fixed from time to time by the Board. All investments and changes of investments shall be made only with the concurrence of at least a majority of the Committee membership. The Committee by a majority vote and with the approval of the Board shall have the power to employ an individual, partnership, or corporation to furnish investment counsel to its members. Such investment counsel, if retained, shall make a report on the investments of the University, at least annually, to the full Board.

7. The Public Relations and Development Committee shall consist of not less than seven (7) members, one of whom shall be the Vice President for Public Relations and Development, who need not be a Trustee of the University. This Committee shall be concerned with the University's programs in public relations, fund-raising and alumni affairs. Its overarching responsibility is to provide leadership and to develop policies for programs and activities which will generate greater understanding and support for the University. The Public Relations and Development Committee is authorized to appoint such sub-committees as it shall deem appropriate for the performance of its duties.

8. The Liaison Committee for the Advisory Councils of the University shall consist of as many members as there are College Advisory Councils in existence from time to time. One member of the Committee shall be designated to serve on each Advisory Council of the University for the purpose of attending such meetings of the Advisory Council and reporting to the Board of Trustees any recommendations of such Council that merit or require consideration of the Board of Trustees.

9. All committees of the Board may adopt such rules for the conduct of their affairs, including rules governing the place, time, and notice of meetings, as to them shall seem advisable and as shall not be inconsistent with these Bylaws or any applicable resolutions of the Board of Trustees. Except as herein otherwise provided, a majority of the members of any committee shall constitute a quorum at any meeting.

10. The Board, by appropriate resolution, may create committees in addition to those provided in these Bylaws, may deactivate any committee or combine it with another, and may postpone the creation of any committee provided for herein, until, in its judgment, the effective operation of the Board requires its activation.

Section IV/Appeals to the Board of Trustees

Any dispute or grievance involving University policy which in the usual course would be resolved by decision of the President, may, if the matter is

of serious importance, be referred in the discretion of the President to the Board of Trustees for final determination. The Board may hear such matter either *en banc* or through an *ad hoc* committee of not less than three (3) members of the Board who shall be appointed by the Chairman.

The Board shall establish such procedures as it shall deem fit for a hearing of such dispute or grievance and reasonable notice thereof shall be given to the aggrieved party and to such officers of the University as may have an interest in the matter.

If it is impractical or untimely to refer such dispute or grievance to the full Board of Trustees for appropriate action, the matter may, in the discretion of the President, be referred to the Executive Committee of the Board who may also conduct a hearing *en banc* or appoint an *ad hoc* committee as aforesaid. Upon any such referral to the Executive Committee, the Chairman of the Board of Trustees shall act as the Chairman *pro tem* of such committee in the place of the President of the University.

Section V/Delegation of Power of Authority

Any delegation by the Board of Trustees of any of its powers or authority to any officer, committee, organization, council, or any other group or entity shall be subject to revocation whenever the Board of Trustees, in its sole discretion, shall determine that the welfare of the University requires such action.

Section VI/Deposits and Securities

The Board by appropriate resolutions shall provide for the safekeeping, handling, transfer, and withdrawal of the funds, securities, and other properties of the University; shall designate banks, depositories, and other appropriate agencies in which the funds of the University shall be deposited and securities held for the account of the University, and shall designate such officers and Trustees of the University as shall have power and authority to act on behalf of the University in connection with the withdrawal of University funds from said banks and depositories, the sale or transfer of securities and other property of the University, and the execution of contracts or any other legal instruments not in the ordinary course of business of the University.

Section VII/Miscellaneous

These Bylaws may be altered, amended, or repealed only by a vote of at least two-thirds (2/3) of the Fellows of the University in office at the time of any such action, and then only at a regular or special meeting of such Fellows and provided that such proposed alteration, amendment, or repeal shall be in writing and shall have been sent to each of the Fellows of the University at least twenty (20) days before any such meeting.

Academic Manual

Letter of Authorization

May 18, 1973

At its meeting on May 11, 1973, the Board of Trustees of the University unanimously approved the new Academic Manual and it is now in full force and effect.

The Trustees view the manual as a significant forward step in enhancing academic life at Notre Dame and have asked me to extend their appreciation to all those faculty members, students and members of the administration who have labored long and productively to update the manual that it might better meet the needs of our day.

Edward A. Stephan

EDWARD A. STEPHAN
Chairman

Preamble

This Academic Manual is written to enhance the capacity of the University to achieve its academic purposes. The manual defines this structure of academic governance at the University, and the participation of faculty, students, and administrative officers therein, so that all who sustain the University's academic life may be united in cooperative understanding and effort.

The manual is itself the product of mutual communication and shared action. The process of its writing has been open to the views of the community; it has drawn upon ideas and language proffered by officially constituted bodies of the University; and it has culminated in the decisions of the Academic Council, a body whose membership represents the scope of the University's academic concern. Founded on the principles of the previous manual, this document carries forward the cooperative will of the past, expresses that of the present, and assures cooperation for the future.

As accepted by the Board of Trustees, the final institutional authority of the University, the manual is the document by which academic government is entrusted to the faculty, the students, and the officers of administration. It thereby signifies recognition by all groups of their interdependence and of the responsibility each bears to the others. In proposing academic policies, in considering their merits, and in deciding what policies shall be adopted for the University, trustees, administrators, faculty and students recognize one another's proper share of responsibility and are alert to ways of enhancing their corporate work.

The manual, however, can neither wholly embody nor effectively replace the deeper, more fundamental basis of successful governance: the community's mutual respect and common concern. The contingencies to be faced by the University are far wider than can be anticipated by a single document. The University can meet the future only because it can draw upon the community's dedication to the well-being of its purposes and its people. The true basis of shared governance lies in the community's continually developing common life, to which this written manual gives an outward form and a record for the time.

Article I, Executive Administration

Section 1/The Governance of the University

The governance of the University is vested in the Fellows and Trustees as provided in the Original Charter, the Statutes of the University, and the Bylaws of the Board of Trustees. Such matters in this Academic Manual as are dealt with in the Statutes or Bylaws are understood to be derivative from and consonant with those documents.

Section 2/The President

The President is elected for an indefinite period by the Board of Trustees, after consultation with the

faculty, from among the members of the Indiana Province of the Priests' Society of the Congregation of Holy Cross in the United States. He is the first officer of the University and is vested with full and final authority over all matters pertaining to its government, except as he is limited by the Original Charter, and the Statutes and Bylaws of the University. Ordinarily he is guided in his policies and decisions by consultation with the other officers, by the deliberations of the Academic Council, and by the recommendations of the Faculty Senate.

Section 3/The Acting President

In the absence of the President, the other officers serve as Acting President in the following order: the Provost, the Executive Vice President, the Associate Provost, the Vice President for Student Affairs, the Vice President for Business Affairs, the Vice President for Public Relations and Development, and the Vice President for Advanced Studies.

Section 4/The Executive Vice President

The Executive Vice President is elected by the Board of Trustees for an indefinite period upon recommendation of the President. He assists the President in the work of general administration in whatever way the President may desire.

Article II, Academic Officers

Section 1/The Provost

The Provost is elected by the Board of Trustees for an indefinite period upon recommendation of the President. His appointment is subject to formal review every five years.

When such an appointment is to be made, the President advises the University of this necessity through the Academic Council. The Council then elects a committee of five members from its elected faculty representatives and one from its student representatives to meet with the President to receive and consider nominations including those received from the faculty. In addition, the President and the Board of Trustees receive nominations from appropriate sources, both within and without the University. When this procedure is completed, the President consults with the elected faculty members of the Academic Council regarding all serious candidates. He later reports the complete results of this consultation to the Board of Trustees, when making his own recommendation. A similar committee is constituted for the five-year review.

Within the framework of University policies and procedures, the Provost has responsibility, under the President, for the administration, coordination, and development of all of the academic activities and functions of the University.

Section 2/The Associate Provost

The Associate Provost is elected by the Board of Trustees. He assists the Provost in the work of academic administration in whatever way the Provost may desire. In the absence of the Provost, he acts as Provost.

Section 3/The Vice President for Advanced Studies

The Vice President for Advanced Studies is elected by the Board of Trustees upon recommendation by the President; his appointment is subject to formal review every five years. When such an election is to be held, the Provost advises the faculty of this necessity. In a joint session the Graduate Council and the University Committee on Research and Sponsored Programs then elect a committee of five members from among the faculty and one member from among the advanced students to meet with the Provost and consider all nominations including those received from the faculty. The Provost reports the recommendations of the committee to the President along with his own. A similar committee is constituted for the five-year review.

Within the framework of University policies and procedures, the Vice President for Advanced Studies has responsibility under the Office of the

Provost for the development and well-being of all postbaccalaureate work in the University and for the administration of the Graduate School, its faculty, its programs, courses of studies, fellowships, and diverse activities. He is, in particular, charged with the interpretation and administration of the Academic Regulations of the Graduate School. He is also responsible for the general supervision, administration and development of research activities, including all sponsored programs, conducted by the University and its faculty.

The Vice President for Advanced Studies is assisted in the duties of his Office by Associate and Assistant Vice Presidents, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the Vice President.

Section 4/Deans of Colleges

The Dean of a College is appointed by the President, with the concurrence of the College Council. His appointment is subject to formal review every five years. When such an appointment is to be made, the Provost advises the College of this necessity through the College Council. The Council then elects a committee of five members from among the Professors and Associate Professors of the College and one member from among the students of the College to meet with the Provost to receive and consider nominations including those from the faculty of the College. The Provost then reports the recommendations of the committee to the President along with his own. In addition, the President receives nominations from appropriate sources, both within and without the University. A similar committee is constituted for the five-year review.

Within the framework of the University policies and procedures, a Dean has responsibility, under the Office of the Provost, for the administration, well-being and development of the College, its faculty, courses of study, and diverse activities. He is, in particular, charged with the interpretation and administration of the Academic Regulations of the College.

The Dean of a College is assisted in the duties of his Office by Associate and Assistant Deans of the College, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the Dean.

Section 5/Dean of the Law School

The Dean of the Law School is appointed by the President; his appointment is subject to formal review every five years. When such an appointment is to be made or a review conducted, the Provost consults formally with all Professors and Associate Professors of the School and reports their recommendations to the President along with his own.

Within the framework of the University policy and procedures the Dean has responsibility, under the Office of the Provost, for the administration, well-being and development of the Law School, its faculty, courses of study, and diverse activities.

The Dean of the Law School may be assisted in the duties of his Office by the Associate and Assistant Deans, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the Dean.

Section 6/Director of the Summer Session

The Director of the Summer Session is appointed by the President. He is an administrator within the Office of Advanced Studies. He is charged with the administration of the Summer Session, and is responsible to the Provost and the Vice President for Advanced Studies for its operation.

Section 7/Dean of the Freshman Year of Studies

The Dean of the Freshman Year of Studies is appointed by the President; his appointment is subject to formal review every five years. When such an appointment is to be made, the Academic Council elects a faculty committee of five members from its elected faculty representatives and one member from its student representatives to study the qualifications of possible candidates and to submit recommendations to the President. A similar committee is constituted for the five-year review.

Within the framework of University policies and procedures, the Dean of the Freshman Year has full authority in the general regulation and administration of the Freshman Year of Studies. He is, in particular, responsible for the interpretation and administration of the Academic Regulations of the Freshman Year. He is responsible to the Pro-

vost for the administration, well-being and development of the Freshman Year of Studies.

The Dean of the Freshman Year of Studies is assisted in the duties of his Office by Assistant Deans, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the Dean.

Section 8/The Dean of Continuing Education

The Dean of Continuing Education is appointed by the President. Within the framework of University policies and procedures, he has full authority in the general regulation and administration of the affairs of the Center for Continuing Education. He is responsible to the Provost for the orderly development of the University's continuing education programs.

Section 9/Chairmen of Departments

The Chairman of a Department is appointed by the President for a stated term, usually three years, and may be reappointed. When a Chairman of a Department is to be appointed, the Dean of the College consults formally with all departmental faculty and, when appropriate, with the Vice President for Advanced Studies. The Dean of the College reports their recommendations to the Provost along with his own. Procedure for reappointment is the same as for appointment.

Within the framework of University policies and procedures, the Chairman of a Department has responsibility, under the Dean of the College, and when appropriate, the Vice President for Advanced Studies, for the administration, well-being and development of the Department, its faculty, course of studies, and diverse activities.

Section 10/Directors of University Institutes

The Director of a University Institute is appointed by the President. A University Institute is a major organization of the University not contained within a College, and devoted to advanced study and teaching, and research. Such an Institute is governed by special statutes approved by the President upon recommendation of the Academic Council.

Within the framework of University policies and procedures, the Director of an Institute has responsibility, under the Provost and in cooperation with other appropriate academic officers, for the administration, well-being and development of the Institute, its faculty, staff, programs, and diverse activities.

Section 11/Director of University Libraries

The Director of University Libraries is appointed by the President; his appointment is subject to formal review every five years. When an appointment is to be made, the Provost consults the Faculty Library Committee and the Committee on Appointments and Promotions of the Library, and accepts nominations from them. The same committees are consulted for the five-year review.

The Director of University Libraries is responsible for the development and security of the collections of books, manuscripts, and research materials of the University Library system and for the general administration of all libraries, their services and functions. He is an ex officio member of the Faculty Library Committee and acts as executive officer of its policy decisions.

Section 12/University Registrar

The University Registrar is appointed by the President. He assists the Provost in the work of academic administration in whatever way the Provost may desire.

Section 13/Director of Admissions

The Director of Admissions is appointed by the President. He has responsibility, under the Provost, for the admission of all undergraduate students. He is advised by the University Committee on Admissions.

Section 14/Director of the University Art Gallery

The Director of the University Art Gallery is appointed by the President. He has responsibility, under the Provost, for the development and security of the art collection.

Article III, The Faculty

Section 1/Membership

The Faculty consists of the President; the Academic Officers identified in Article II; the Teaching-and-Research Faculty; the Special Research Faculty; the Library Faculty; the Special Professional Faculty, and certain nonregular members.

Members of the clergy and of religious orders are appointed to the Faculty on the same basis as

all other members of the Faculty and all procedures and principles indicated in this Article apply to them in their capacity as Faculty.

Subsection (a) Teaching-and-Research Faculty
Members of the Teaching-and-Research Faculty hold appointments in the academic departments of the University and have the ranks of Professor, Associate Professor, Assistant Professor and Instructor.

Subsection (b) Special Research Faculty
Members of the Special Research Faculty have the ranks of Faculty Fellow, Associate Faculty Fellow, Assistant Faculty Fellow and Staff Faculty Fellow. A member of the Special Research Faculty is a member of the faculty of the specific research organization to which he is appointed as well as of the department which approves such an appointment. The approving department is indicated in his title, e.g., Staff Faculty Fellow in Sociology, Associate Faculty Fellow in Electrical Engineering, Faculty Fellow in Microbiology.

Subsection (c) Library Faculty
Members of the Library Faculty have the ranks of Librarian, Associate Librarian, Assistant Librarian and Staff Librarian.

Subsection (d) Special Professional Faculty
Members of the Special Professional Faculty have the ranks of Professional Specialist, Associate Professional Specialist, Assistant Professional Specialist and Staff Professional Specialist.

Subsection (e) Regular Faculty
Members of the faculty described in Subsections (a) through (d) are regular faculty. Normally, members of the regular faculty shall hold full-time appointments. Part-time appointments to the regular faculty may be made for persons who for appropriate reasons cannot serve full-time provided the service is at least half-time and that the individual is not employed outside the University. The responsibilities and privileges of regular faculty members on part-time appointments are the same in nature as, but on a proportionate scale to, those for members on full-time appointments.

Subsection (f) Nonregular Faculty
Besides the members of the regular faculty, other members of the faculty include visiting, adjunct, guest and retired emeritus faculty. Time spent on the faculty in any nonregular category is not counted for purposes of tenure. Members of the nonregular faculty have a voice in meetings of the faculty, but do not vote.

Section 2/Academic Freedom
Freedom of inquiry and freedom of expression are safeguarded by all members of the University. The rights and obligations of academic freedom take diverse forms for the students, the faculty, and the administration; but in general they derive from the nature of the academic life, and they are consistent with the objectives of the University as a community which pursues the highest scholarly standards, promotes intellectual and spiritual growth, maintains respect for individuals as persons, and lives in the tradition of Christian belief.

Specific principles of academic freedom supported at the University include: freedom to teach and to learn according to one's obligation, vision, and training; freedom to publish the results of one's study or research; freedom to speak and write on public issues as a citizen; respect for the opinions of others; proper acknowledgement of contributions made by others to one's works; preservation of the confidentiality necessary in personal, academic, and administrative deliberations; avoidance of using the University to advance personal opinion or commercial interest; and protection, in the course of one's conduct, utterances, and work, of the basic aims of the University and of its good name.

Section 3/Qualifications for Appointment and Promotion

Subsection (a) Teaching-and-Research Faculty
The requirements for the rank of Instructor are the same as those for Assistant Professor except that the Instructor may not yet possess the doctor's degree or its equivalent in certain fields. The appointment is for a one-year period, and may be renewed twice. Rank and salary are reviewed at the end of each year. If an Instructor's appointment is not to be renewed, he will be given three months' notice prior to the expiration of his appointment. If the Instructor elects not to accept reappointment, he should give the University three months' notice. Time spent at this rank does not count toward tenure.

The Assistant Professor should ordinarily possess the doctor's degree or its equivalent, or, in certain fields, the appropriate professional degree or license. He should have demonstrated teaching ability, promise as a scholar, interest in students, and a genuine spirit of study necessary

to keep his courses continually revised and to assure his growth in knowledge and maturity. The initial appointment is ordinarily for a three-year period, but both rank and salary are reviewed each year. If the appointment is to be terminated at the end of a contract period the University will give an Assistant Professor 12 months notice of such termination. If an Assistant Professor elects to terminate his services he should give the University three months notice of his intention and the end of the notice period should coincide with the end of an academic year. An appointment as Assistant Professor may be made for a period of one year. In this case if the appointment is to be terminated at the end of the contract period the University will give the Assistant Professor six months notice; if the Assistant Professor elects to terminate his services he should give the University three months notice.

The Associate Professor should possess the doctor's degree or its equivalent or, in certain fields, the appropriate professional degree or license. He should have demonstrated outstanding teaching ability as evidenced by his growth in knowledge and maturity, his salutary influence upon his students, and his standing among his colleagues. Notable achievement in scholarship, as shown by significant publication, or, where appropriate, by meaningful contribution to public service, will ordinarily be required for this rank. The rank and salary of an Associate Professor are reviewed each year. If the University chooses to discontinue the services of an Associate Professor without tenure at the end of a contract period he will be given 12 months notice prior to the termination of his contract. If an Associate Professor elects to terminate his contract he should give the University four months notice of his intention to do so and the end of the notice period should coincide with the end of an academic year.

The Professor should possess the qualifications required for appointment as Associate Professor and beyond these should have gained widespread recognition for extraordinary teaching ability and for his contribution to a field of knowledge. Principles regarding review of salary, discontinuance of service and termination of contract are the same for this rank as for that of Associate Professor.

Subsection (b) Special Research Faculty

The Staff Faculty Fellow should possess the same qualifications for appointment as does an Instructor in the Teaching Faculty. The appointment is for a one-year period with renewal from year to year by mutual agreement. Rank and salary are reviewed each year. If a Staff Faculty Fellow's appointment is not to be renewed, he will be given three months notice prior to the expiration of his contract. If the appointee elects not to accept reappointment, he should give the University three months notice.

The Assistant Faculty Fellow should ordinarily possess the doctor's degree or its equivalent or, in certain fields, the appropriate professional degree or license. He should have demonstrated research ability, promise as a scholar, interest in students and, in general, the same qualities as are required by an Assistant Professor. The initial appointment is ordinarily for a one-year period. The appointment may be renewed on mutually agreeable terms and both rank and salary are reviewed each year. If the appointment is to be terminated at the end of a contract period, the University will give the Assistant Faculty Fellow six months notice of such termination. If he elects to terminate his services, he should give the University three months notice of his intention.

The Associate Faculty Fellow should possess qualifications analogous to those of Associate Professor. He should have demonstrated out-

standing research ability as evidenced by his growth in knowledge and maturity, his salutary influence upon his younger colleagues and students, and his standing among his colleagues. The rank and salary of an Associate Faculty Fellow are reviewed each year. Notice in regard to discontinuance of services is similar to that for Assistant Faculty Fellow.

The Faculty Fellow should possess the qualifications required for appointment as an Associate Faculty Fellow and beyond these should have gained widespread recognition for his contributions to a field of knowledge. Principles regarding review of salary, notice of discontinuance of service, and termination of contract are the same for this rank as for that of Assistant Faculty Fellow.

Subsection (c) Library Faculty

The Staff Librarian should possess a professional library degree from an accredited library school. Rank and salary are reviewed each year. If a Staff Librarian's appointment is not to be renewed, he will be given three months notice prior to the expiration of his contract. If the appointee elects not to accept reappointment, he should give the University three months notice.

The Assistant Librarian should possess a professional library degree from an accredited library school and have a minimum of three years qualifying professional library experience. He should give evidence of continuing professional growth and maturity. In lieu of experience, graduate studies beyond or other than the professional library degree may be substituted in whole or in part. Rank and salary are reviewed each year. If the appointment is to be terminated the University will give the Assistant Librarian six months notice of such termination. If he elects to terminate his services, he should give the University three months notice of his intention.

The Associate Librarian should possess a professional graduate library degree from an accredited library school and have a minimum of six years of qualifying professional library experience. He should have demonstrated outstanding professional ability as evidenced by his growth in knowledge and maturity, his salutary influence on students, and his standing among his colleagues. Publication or productive scholarship will ordinarily be required for this rank. In lieu of experience, an additional graduate degree may be offered as a partial substitute. Rank and salary will be reviewed each year. Procedures in regard to notice of discontinuance of services are similar to those for an Assistant Librarian.

The Librarian should possess the qualifications required for appointment as an Associate Librarian and beyond these should have gained widespread recognition for extraordinary professional ability and for his contributions to scholarship. Principles regarding review of salary, notice of discontinuance of service and termination of contract are the same for this rank as for that of Assistant Librarian.

Subsection (d) Special Professional Faculty

The minimum for appointment in this class is a Bachelor's degree or its equivalent in an appropriate area. Conditions for appointment and renewal of appointment are the same as those of the corresponding ranks of Special Research Faculty. Rank and salary are reviewed each year. In any rank of appointment in this category, if the appointment is to be terminated, the University gives notice of such termination in the same way as it does for Special Research Faculty members. For Staff Professional Specialist the notice of termination is given three months in advance. For the ranks of Assistant Professional Specialist, Associate Professional Specialist and

Professional Specialist the notice is given six months in advance. If a member of this Faculty elects to terminate his services he should give the University four months notice of his intention.

Section 4/Procedure for Appointment and Promotion

Subsection (a) Teaching-and-Research Faculty

Appointments to and promotions in the Teaching-and-Research Faculty are made by the President of the University. The formal procedure for determining recommendations for appointment or promotion is initiated by the Chairman of the Department in consultation with his Department Committee on Appointments and Promotions. After such consultations, the Chairman of the Department submits written recommendations to the Dean of the College. After any necessary consultation with the Departmental Committee, the Dean makes appropriate recommendations in each case to the Provost, who, after consultation with the Associate and Assistant Provosts, the Vice President for Advanced Studies, and the Deans, then submits recommendations to the President. Composition of the Departmental Committee and principles governing cooperation of Committee, Department Chairman, and Dean, in determining recommendations are defined in Article IV, Section 6, Subsection (a).

The procedure for reappointment is the same as for appointment. If a member of the Teaching-and-Research Faculty alleges that a decision not to reappoint him is in violation of academic freedom, he notifies the Provost. The Provost then directs the Council of the faculty member's College to elect a committee of five tenured faculty, none from the aggrieved member's own Department, to evaluate the allegation. The burden of presentation and proof rests with the aggrieved faculty member. If in the committee's judgment he establishes a *prima facie* case, the committee asks those who made the decision not to reappoint him to present evidence in support of their decision. The committee then makes its confidential report to the President, who makes a determination of the case and informs the aggrieved faculty member and the committee in writing of his decision. This procedure is available only for grievances that concern academic freedom.

Subsection (b) Special Research Faculty

Appointments to and promotions in the Special Research Faculty are similar to those in the Teaching-and-Research Faculty, with the exception that formal procedure for recommendations for appointments or promotions may be initiated also by the Director of a University Institute. In such case, he refers further consideration of appointments and promotions to the Department or discipline involved in the particular appointment. Thereafter, the procedure is that prescribed for appointments to and promotions in the Teaching-and-Research Faculty, and the same broad principles apply equally to all members of this Faculty.

Subsection (c) Library Faculty

Appointments to and promotions in the Library Faculty are made by the President of the University. The formal procedure for determining recommendations for appointment or promotion is initiated by the Director of the Library in consultation with his Committee on Appointments and Promotions. Thereafter, the Director of the Library submits his written recommendations to the Provost and the procedure is similar to that for appointments to and promotions in the Teaching-and-Research Faculty.

Subsection (d) Special Professional Faculty

Appointments to and promotions in the Special Professional Faculty are made by the President. The principles and procedures are similar to those for the Special Research Faculty, except that recommendations initiated by the Director of a University Institute are made directly to the Provost.

Section 5/Tenure

Subsection (a) Qualification for Tenure

Tenure is permanence of appointment. Its purpose is the protection of academic freedom. Tenure may be granted to and held by only members of the Regular Teaching-and-Research Faculty holding appointments at the University at ranks other than Instructor. Tenure is granted only in writing, in a contract or letter of appointment.

Members who are appointed or promoted to the rank of Professor or Associate Professor, except in the Law School, will not be retained without

tenure for longer than four years total service at Notre Dame, including service at previous Regular ranks. Members who are appointed to or promoted to the rank of Assistant Professor will not be retained in that rank without tenure for longer than seven years of service. Members of the Regular Teaching-and-Research Faculty in the Law School will not be retained without tenure for longer than seven years.

Evaluation of a member for tenure should, among other considerations, generally be guided by the criteria for appointment or promotion to the rank of Associate Professor as contained in Section 3. Granting of tenure will not, however, necessarily entail promotion to that rank for Assistant Professors.

Nothing in this Subsection (a) prevents the offer of tenure to a member who has served less than the specified maximum probationary period.

Subsection (b) Notice of Termination

A member of the Regular Teaching-and-Research Faculty is entitled to 12 months notice of a decision not to renew his appointment, except in the cases specified in Section 3.

Subsection (c) Discontinuance of an Academic Division

Discontinuance of one of its academic divisions may oblige the University to terminate the services of faculty in that division. Although the University must retain this right, a bona fide effort shall be made to relocate elsewhere in the University those faculty members, especially those with tenure, who are affected by this provision. If a faculty member's appointment is terminated for this reason, it shall be continued for at least 12 months from the date of notification.

Subsection (d) Concurrent Appointments

When administrators (other than departmental chairmen) or members of other Faculties are given a concurrent appointment to the Teaching-and-Research Faculty, such time is not computed towards tenure, unless otherwise specified in a letter of appointment.

Subsection (e) Dismissal

Except for circumstances described in Subsection (c), or circumstances of extreme financial exigency to the University, faculty members with tenure may be dismissed only for serious cause, as provided in Section 6 below.

Section 6/Dismissal for Serious Cause

Subsection (a) Definition of Serious Cause

The University must reserve the right to terminate the services of any member of the faculty for serious cause. Dismissal for serious cause is defined as dismissal for one of the following reasons: dishonesty, professional incompetence or continued neglect of academic duties, regulations, or responsibilities, conviction of a felony, continual serious disrespect or disregard for the Catholic character of this institution, or causing notorious and public scandal.

Subsection (b) Procedures for Establishing Serious Cause for Dismissal

If it is necessary to consider the termination of the services of a faculty member for reasons of serious cause, the following criteria and procedures will be observed. Before formal charges involving dismissal for such cause are brought against a faculty member, the Provost will appoint two members of the Academic Council to attempt conciliation in privacy. If conciliation fails and if the accused faculty member requests a hearing, the Administration will inform the accused of the charges in writing and make its charges known to the Academic Council. The Academic Council will elect a committee of five

tenured members from the Teaching-and-Research Faculty to conduct a formal hearing. The accused faculty member will be given reasonable time to prepare his defense. At the hearing he has the right to bring counsel, to confront his accusers and adverse witnesses for questioning, and to present witnesses in his own behalf. A full stenographic report of the hearing will be taken and made available to all parties concerned. The Hearing Committee will present its findings and recommendations in writing to the Provost and to the accused faculty member. On the basis of the Committee's report, the Provost will make a determination of the case and inform the faculty member accused and the members of the Hearing Committee in writing of the decision. If the decision is for dismissal, the faculty member has the right to appeal to the President of the University within 10 days after receipt of notice of the decision. If there is an appeal, the President will direct the Academic Council to elect a Review Board of five tenured members, none of whom served on the Hearing Committee, to restudy the case and submit a recommendation to the President, who will then make the final decision.

In cases where the cause is notorious and public scandal or conviction of a felony, dismissal may be summary following the final decision as reached by the procedures defined above. For any other serious cause dismissal will be effective one year after notice of the final decision to the member, or at the expiration of the period fixed in the contract for services, whichever date first occurs.

Subsection (c) Suspension

In extraordinarily grave cases, the President may immediately suspend a faculty member from participation in all his activities in the University. Formal charges will be made, and procedures will be observed as outlined in Article III, Section 6, Subsection (b). In all cases, an accused faculty member, even if suspended, will receive his salary at least until a final decision according to these procedures is reached.

Section 7/Contracts for Services

The agreement between the University and an individual member of the Faculty for his services is stated in a written contract. Nothing in a contract of untenured appointment implies an undertaking by the University to reappoint that member of the Faculty.

Section 8/Faculty Services

Consistent with the standard of appointment provided previously, the University expects members of the Faculty to make contributions to sound instruction and to significant scholarly inquiry and, where appropriate, to effective public service. Members of the Faculty have the obligation to participate in the processes by which the conditions for teaching, learning and scholarly inquiry are determined and administered in the University.

Also, they are available to students for that further kind of tutelage for their personal development which ranges beyond what is strictly academic.

The University encourages each of its departments, schools or institutes to call upon the services of an individual member of the faculty according to his current interests and talents, and in light of the aims and needs of the program.

For each semester, after conference with each member of his faculty, the Chairman, Dean, or Director devises the schedule of service for the program. This schedule is presented to the appropriate officers for review, coordination, and approval.

Members of the faculty are required to attend formal meetings of the faculty of the University, College or School, and Department as appropriate, and to attend commencement exercises and other formal academic events (in academic garb when requested).

Section 9/Faculty Salaries

The services of members of the Teaching-and-Research Faculty are usually engaged for the school year of two semesters, and their salaries are for services during that period. If appointed for the summer session, such members receive additional compensation.

In some cases the services of members of the faculty are engaged for the full year of twelve months. Such members serve in the summer period without additional compensation. Research and study are also recognized as summer services, and periodic summer leaves of absence with pay can be granted to members who are on full-year contracts.

Members who are engaged in University research projects supported by outside agencies during the periods for which their services are contracted are not compensated for such work in addition to their regular salaries.

Section 10/Retirement

A member of the faculty ordinarily retires and becomes emeritus on the first day of July following his 65th birthday.

A member may retire at an earlier age at his option, or he may be retired at an earlier age because of disability at the option of the University. If a faculty member wishes to contest such premature retirement, he has the right to call for procedures as defined in Article III, Section 6, Subsection (b).

When a member is permitted to continue in active service beyond the date prescribed for retirement, service beyond that date will be on the basis of a year-to-year appointment, and a member will retire at the end of any service year unless he is re-appointed for another year.

Retired emeriti are permitted to use the University's facilities for study and research, as available, and are eligible to receive support from the University's research funds.

Section 11/Leave of Absence

Consistent with its views on faculty services, the University recognizes the importance, for its own well-being, of faculty leaves of absence. The University does not, however, subscribe to rigid formulae for such leaves. Requests for a leave of absence must ordinarily be submitted to the Chairman of the Department or the appropriate academic officer at least six months in advance of the beginning of the period of leave requested.

Leave of absence is also granted to members for reason of childbearing, incapacitating sickness, or serious disability. The University obligates itself to pay a member's salary for a period of six months. During this period medical reports are to be submitted to the Provost at two-month intervals. The University reserves the right to discontinue payments after the six-month period.

Leave of absence officially granted by the University with or without remuneration is counted as service for purpose of tenure and promotion unless otherwise expressly stipulated. Members on leave must make special arrangements for continuance of retirement benefits during leave.

Article IV, Organization of the Faculty

Section 1/Academic Organization

The Faculty is organized in Colleges, Schools, Departments, Institutes, and the Library. The Graduate School Faculty is composed of those members of the Faculty approved by the Graduate Council upon recommendation of the Vice President for Advanced Studies.

Section 2/Meetings

The Faculty as a whole meets at least once a year on a date fixed by the President. Additional regular or special meetings may be called at the President's discretion.

The Faculties of the various Academic organizations meet regularly, at least once each semester, to consider the business, policies, and development of their respective interests. The appropriate Academic Officer presides as Chairman at such meetings, or he may choose to have the faculty elect a Chairman for such meetings. Meetings are called by the appropriate Academic Officer or upon written petition by at least 25 per cent, or 25 members, of the faculty concerned, whichever is smaller un-

less otherwise expressly stipulated herein. When 25 per cent, or 25 members of the faculty, whichever is smaller, so request, an item is placed on the agenda. A department may place any item on the agenda of its College or School meeting. Recommendations of individual members of the faculty for the agenda should be made to the appropriate Academic Officer at least one week in advance. Ex officio members of the University bodies may, if necessary, be represented at meetings by their deputies.

Minutes of all meetings are recorded and distributed promptly to the Faculty of the Academic Organization and to the President of the University, the Provost, the Dean of the College, and, where appropriate, the Vice President for Advanced Studies.

Section 3/Committees of the University

Subsection (a) The Academic Council

The Academic Council is composed of the President, who is Chairman ex officio, the Provost, the Executive Vice President, all other Vice Presidents, the Associate Provost, the Assistant Provost, the Chairman of the Faculty Senate, the Deans, the Directors of University Institutes, the Director of the Summer Session, the Director of Libraries, the University Registrar and the Director of Admissions, all of whom are members ex officio, and of 32 elected faculty members. In addition there are seven student members, including the Academic Commissioner of the Student Government ex officio, one from the Graduate School, one from the other programs of advanced studies, and one undergraduate from each of the four Colleges. These student members are selected according to procedures approved by the Academic Council.

The faculty members are elected by and from the Faculty of the respective Colleges and the Law School, as well as the Library and Special Professional Faculty, in number proportional to the size of the faculty involved, except that each category of faculty shall elect at least one member. Members of the Graduate Faculty vote as members of their respective Colleges. Faculty members are elected for a term of three years and may be reelected, in such a manner that one third of the elected membership is elected each year.

The principal functions of the Council are to determine general academic policies and regulations of the University; to consider the recommendations of the Graduate Council; to approve major changes in the requirements for admission to and graduation from the Colleges and Schools and in the programs of study offered by Colleges, Schools, and Departments; to authorize the establishment, modification, or discontinuance of any academic organization of the University; and to provide for review, amendment, and final interpretation of the Academic Manual, without prejudice to Article V. The decisions of the Council are reached by majority vote and are subject to the approval of the President.

The Council meets regularly at least once each semester. Meetings are called by the President. The President may call a meeting if a member of the Council so requests, and does call a meeting at the earliest possible time if it is petitioned by ten members of the Council. Any member of the Council may propose an item to the President for the agenda, and any ten members may place an item on the agenda.

The Council has an Executive Committee composed of the Provost, who shall be chairman, and the Associate Provost, both ex officio, five members elected annually by the Council and three members appointed annually by the President from the membership of the Council.

Subsection (b) The Faculty Senate

The Faculty Senate is an organization composed of fifty members of the Faculty, who are elected by and from the Faculties of the Colleges, the Law School, the Library, and the Special Professional Faculty, the number from each proportional to the size of the Faculty involved, provided that each of these groups be represented by at least one senator. Senators are elected for a term of three years in such a manner that one third of the membership is elected each year. Four senators shall serve ex officio: each College Council shall so designate one of the Faculty members elected from the College to the Academic Council.

The range of concern of the Faculty Senate extends to matters affecting the Faculty as a whole. The Senate seeks to formulate faculty opinion and for this purpose may, at its discretion, conduct Faculty meetings and referenda. The Senate also receives from other groups in

the University items requiring consideration by the Faculty. With respect to matters of academic concern, the recommendations of the Senate are referred to the Executive Committee of the Academic Council, which shall place the recommendations on the agenda of the Council.

Consistent with the foregoing, the Senate may adopt rules and bylaws relating to the determination and election of members and officers, the establishment of committees, and the conduct of its business.

Subsection (c) University Committee of the Freshman Year of Studies

The University Committee of the Freshman Year of Studies advises the Dean of the Freshman Year of Studies in all academic matters pertaining to the Freshman Year Program. Its members include the Dean of the Freshman Year, who is Chairman ex officio, the Assistant Deans of the Freshman Year, faculty representatives appointed by the Deans of the Colleges and one student appointed by the President in consultation with the Dean of the Freshman Year of Studies and the Student Body President.

Subsection (d) The University Committee on Research and Sponsored Programs

The University Committee on Research and Sponsored Programs is composed of the following members ex-officio,

Provost
Vice President for Advanced Studies
Vice President for Business Affairs
Dean of the College of Arts and Letters
Dean of the College of Business Administration
Dean of the College of Engineering
Dean of the College of Science
Dean of the Law School
Directors of University Institutes

and an equal number of the Faculty, having tenure, who are elected by the Faculty for staggered terms of three years each. These members of the Faculty include:

Two from the College of Arts and Letters
One from the College of Business Administration
Two from the College of Engineering
Two from the College of Science
One from the School of Law
The remaining elected members are at large.

This Committee will elect its own Chairman, Vice Chairman, and Secretary from among its elected members.

Subject to the approval of the President, the University Committee on Research and Sponsored Programs has the following principal functions:

(1) Formulates policies for sponsored research and sponsored educational programs;

(2) Serves as an avenue of communication between the administrative officers of the University and the members of the Faculty and Staff engaged in sponsored research and sponsored educational programs, disseminates to the Faculty information about Committee actions, and receives suggestions for future action;

(3) Makes recommendations for the planning, establishment, and operation of interdisciplinary facilities for the conduct of sponsored research, such recommendations to be subject to the approval of the President.

Subsection (e) The Faculty Committee for University Libraries

The Faculty Committee for University Libraries, of which the Director of Libraries is a member ex officio, consists of at least six members of the Teaching-and-Research Faculty, one from each college and two members elected at-large. Members serve a three-year term with two retiring each year. Election of members representing the colleges will be by the Teaching-and-Research Faculty in the respective college; election of the members-at-large will be by vote of the Teaching-and-Research Faculty at-large. Two members are elected each year from four nominees presented by the committee. Nominations may be presented for a member-at-large, if at least 25 faculty members present a signed petition nominating another candidate; and for a member representing a college, if at least 10 faculty members in that college present a signed petition nominating another candidate. The names of faculty members so nominated will be added to the ballot. This committee elects its own chairman.

The Faculty Committee for University Libraries formulates policies and makes decisions on matters concerning the University Library system as a resource for learning. It is responsive to the educational and research needs of the academic community, and to the counsel of the Director of Libraries as the chief executive officer of the administration of the Library.

Subsection (f) The University Committee on Admissions

The University Committee on Admissions is composed of the Deans of the Colleges, the Dean of the Freshman Year, the Registrar, a faculty member from each college elected by the Col-

lege Council, and the Director of Admissions who serves as Chairman. This Committee considers admissions policies and procedures, and makes appropriate recommendations to the Academic Council through the Director of Admissions.

Subsection (g) The University Committee on Scholarships and Prizes

The University Committee on Scholarships and Prizes is composed of the Director of Admissions, who serves as Chairman, the Director of Financial Aid who serves as Executive Secretary, and such other members of the faculty appointed by the President as are needed for its operation. This Committee considers policies and procedures for the award of scholarships and prizes to undergraduate students.

Subsection (h) Faculty Board in Control of Athletics

The Faculty Board in Control of Athletics consists of the Executive Vice President, who is Chairman ex-officio, the Vice President for Student Affairs, a faculty member from each College elected by the College Council for staggered terms of three years, and an equal number of faculty members appointed by the President. In addition, there is one student member appointed by the President. The Board is charged with the general supervision of all matters pertaining to intercollegiate athletics. Specifically, it is empowered to make recommendations to the President on athletic policy and on University action in regard to regulations and decisions of the National Collegiate Athletic Association, to approve all intercollegiate athletic schedules, the captains and student managers of all University teams, and the winners of monograms; to pass upon the amateur standing of all students engaged in intercollegiate athletics; and to disqualify from participation in such athletics students who are delinquent in their studies or guilty of serious disciplinary offense or violation of University Athletic regulations.

Section 4/College Councils

The College Council of each undergraduate College is composed of the Dean of the College, Associate and Assistant Deans, the Chairmen of all Departments under the jurisdiction of the College, all of whom are members ex officio; and of elected representatives of the College Faculty in a number equal to the number of ex officio members. All faculty of the College are eligible to vote for representatives, and all members of the faculty of the College are eligible for election. Representatives are elected for terms of three years, in such a manner that one third are elected each year, and may be reelected. Each College Council also has student representatives elected or selected according to procedures, numbers and terms decided by each Council. The Dean serves as Chairman and appoints a Secretary.

The College Council reviews the policies, practices, and procedures of the College. The Council meets at the call of the Chairman, and any member of the Council may request the Chairman to call a special meeting. The Chairman will also call a meeting upon petition of twenty per cent of the Council members. The decisions of the Council are reached by a majority vote and are subject to the approval of the Dean. At its discretion, the Council may call meetings of or conduct referenda among the College Faculty.

Section 5/Committees for Advanced Studies

Subsection (a) The Graduate Council

The Graduate Council consists of the Vice President for Advanced Studies, such of his Associate or Assistant Vice Presidents as he shall designate, the Deans of the Colleges that offer graduate work through any of their departments, and the Director of the University Libraries, all of whom are members ex officio; and of elected representatives of the Graduate Faculty in a number equal to the number of ex officio members and of five members of the faculty appointed by the Vice President. All teaching faculty who are members of the Graduate School Faculty are eligible to vote for representatives, and all teaching faculty who are members of the Graduate School Faculty are eligible for election. Representatives are elected for terms of three years, in such a manner that one-third are elected each year, and may be reelected. The Graduate Council has student representatives elected or selected according to procedures, numbers and terms as decided by the Council. The Vice President serves as Chairman and appoints a Secretary.

The Graduate Council reviews the policies, practices, and procedures of the Graduate School. The Council meets at the call of the Chairman, and any member of the Council may request the Chairman to call a special meeting, a petition of twenty per cent of the members obliging him to do so. The decisions of the Council are reached by a majority vote and are subject to the approval of the Vice President. At its discretion, the Council may call meetings of or conduct referenda among the Graduate School Faculty.

Subsection (b) The University Committee on Interdisciplinary Graduate Studies

The University Committee on Interdisciplinary Graduate Studies consists of an Assistant Vice President for Advanced Studies as Chairman, and the Chairman of the University Committee on Research and Sponsored Programs, each ex officio, an elected member of the Faculty from within the Graduate Council from each Division of the Graduate School, an elected member of the Faculty from the Law School, and an elected member from the College of Business Administration. The term of office is three years.

The University Committee on Interdisciplinary Graduate Studies is charged to monitor the state of interdisciplinary studies at Notre Dame and elsewhere, to make periodic reports to the Vice President for Advanced Studies, to examine proposals for new programs, and to present recommendations concerning new and ongoing programs through the Vice President to the appropriate Councils of the University.

Section 6/Departmental Committees

Subsection (a) Committee on Appointments and Promotions

Each department of the various Colleges has a Committee on Appointments and Promotions, of which the Chairman is the Chairman of the Department and whose members must have the rank of Professor or Associate Professor, and must have tenure. The exact composition of the Committee and the manner of selection of its members are determined by an organization plan which must be approved by a majority vote of all faculty of the Department and by the Dean of the College. Each such organization plan must contain a provision for its own amendment.

The Committee on Appointments and Promotions advises the Chairman of the Department on appointments, tenure, and promotions. Every recommendation by the Chairman to the Dean of the College is made only after formal consultation with this Committee. The Chairman reports to the Dean the sense of the Committee in each case together with his own recommendation. The Dean submits these recommendations to the Provost along with his own.

Individual members of the faculty may propose recommendations to the Chairman for consideration by the Committee.

Analogous Committees exist in the Law School and the Library.

Subsection (b) Ad Hoc Committees

Each Department of the University establishes various committees within its body to study its concerns and activities and to make recommendations regarding them. Such ad hoc committees may be established by the Chairman of the Department or by a majority vote of the faculty of the Department at a departmental meeting.

Article V, Procedures for Reviewing and Amending the Academic Manual

The Academic Manual is reviewed periodically, but at least every ten years, in a manner to be prescribed by the Academic Council.

Amendments to the Academic Manual may be proposed at any time to the Academic Council by the Provost, by the Faculty Senate, or by a two-thirds vote of the Faculty in any College, School, or the Library, or by thirty faculty members representing at least five Departments of the University.

Those matters in this Manual which are derivative from the Bylaws of the Board of Trustees can be amended only after amendment of the Bylaws. Ordinarily any amendments desired by the Board of Trustees will be referred by the Board in the first instance to the Academic Council for its action.

Amendments to this Manual become effective when they are approved by the President and the Board of Trustees.

The Academic Code

Preamble

Embodied within this Academic Code are policies and regulations governing the student attainment of academic credit and degrees from the University of Notre Dame. The Academic Code has been enacted by the Academic Council of the University which retains the authority and responsibility for its review and amendment. The administration and interpretation of this code rest with the administrative academic officers of the University, viz., the provost, the deans and the University registrar. The responsibility to abide by this code resides with the students, faculty and administration who are accordingly required to know and observe its stipulated regulations.

Colleges and schools of the University are empowered to enact and publish regulations for themselves consistent with this code. These are to be found in their respective *Bulletins of Information.*

Admission

Admissions Responsibilities

1.1 The director of admissions has the authority and responsibility for admitting to the University entering freshmen in compliance with the procedures and requirements determined by the Academic Council of the University. Acting through the director of admissions, the dean of each college has authority over, and responsibility for, the admission of students into his undergraduate college.

1.2 Under the purview of the Office of Advanced Studies, the following academic officers have authority over, and responsibility for, the admission of students into their respective schools or colleges: in the Graduate School, the assistant vice president for advanced studies: instruction; in the Law School, the dean of the Law School; and in the Graduate Division of the College of Business Administration, the dean of the College of Business Administration.

Academic Status Classifications

2.1 1) *Regular degree-seeking student:* a student earning academic credit while pursuing a course of instruction leading to a degree from the University of Notre Dame.

2) *Unclassified, nondegree-seeking student:* a student not currently matriculated at any other college or university and registered at the University of Notre Dame. This student is not registered for a degree, but is taking courses for which the student is qualified and for which the student receives credit.

3) *Transient student:* a student in a degree program at another institution wishing to earn credit from the University of Notre Dame for transfer to the degree-granting institution.

4) *Auditor:* a student enrolled for no credit in a course for which the student is qualified.

Admissions Classifications

3.1 *Freshmen:* Students applying for the Freshman Year of Studies must apply to the director of admissions specifying an intention to complete the baccalaureate degree requirements. Normally, such applicants will not have attended another college or taken any college-level courses. In the event that such courses have been taken, the credits will usually be accepted, but the determination of the applicability of the credits to the degree will be at the discretion of the appropriate dean. The dean of the Freshman Year of Studies will determine the application of credit earned towards the fulfillment of that program; the dean of the student's college will determine the application of the credit towards a University degree at the time of the student's entry into that college.

3.2 *Advanced-standing Undergraduate Students:* An undergraduate student matriculated at another institution and wishing to enter an undergraduate degree program at the University of Notre Dame must apply to the Office of the Director of Admissions and comply with the stipulated requirements and procedures. Normally, to be considered for

admission as an advanced-standing student, a student must have a "B" or better average. Approval for admission and determination of the amount of credits acceptable from other schools toward a Notre Dame degree is made by the dean of the college in which the student intends to matriculate.

3.3 *Graduate Students:* To be admitted to the Graduate School the student must hold a bachelor's degree from an accredited institution. The student who intends to work towards a graduate degree must satisfy the prerequisites required for graduate work by the Graduate School and the graduate department. All students admitted to the Graduate School should have attained an average of "B" or its equivalent in the undergraduate courses of their major field, and have submitted, in duplicate, their undergraduate transcripts, three letters of recommendation, their Graduate Record Examination aptitude and advanced test scores, and two completed Notre Dame Graduate Application Forms.

At the beginning of the final semester of the senior year at Notre Dame, an undergraduate, if qualified may register over and above his degree requirements for graduate courses to be taken for graduate credit. For such graduate courses to count for graduate credit toward a master's degree at Notre Dame, the student must apply for admission to the Graduate School and receive written approval of the chairman of the department for the graduate credits to be transferred. The transfer of such credits is made after the student has received the bachelor's degree and has been admitted to the Graduate School.

3.4 *Law Students:* Graduates of accredited universities or colleges will be considered for admission. Application must be received prior to April 1 even though an earlier receipt of the application is strongly recommended. All applicants for admission are required to take the Law School Admission Test.

3.5 *MBA Students:* Graduates of accredited universities or colleges will be considered for admission. Entry is limited to the fall semester. Admission decisions are based on the student's undergraduate academic record, score on the Admission Test Graduate Study in Business (ATGSB) and leadership potential.

Registration and Related Activities

Registration

4.1 A student must register and enroll at the dates and times announced by the registrar. The student's dean has the responsibility and authority for the advising and assignment of courses for students. Only under extenuating personal circumstances will a student be permitted to register late. The student's dean may approve late registration and will so advise the registrar.

Withdrawal from the University

5.1 A student who wishes to withdraw from the University at any time within the school year will have his request processed by the dean of students after the latter has determined that the student's academic dean has granted approval. To avoid failure in all classes for the semester, and in order to receive a financial adjustment, this procedure must be followed. No refunds of the tuition and general fee are made to students who are dismissed or suspended. An approved leave of absence is not considered a withdrawal from the University.

Readmission

6.1 A student who wishes to be readmitted must apply to the director of admissions and have the approval of the dean of students, the University health officers, and the dean of the college or school in which the student wishes to matriculate.

Credit

7.1 The semester hour is the unit of credit. A semester hour of credit is the credit given for satisfactory work in one 50-minute period of class instruction per week for a semester. At least double that time in laboratory, drafting or studio work is required for a semester hour of credit. Credits earned in progress towards the baccalaureate degree are forfeited, insofar as applicable to the

degree, after five calendar years following the last date of attendance of the student at the University.

7.2 For undergraduate students, the applicability of transferred credit towards a degree is determined by the student's dean. The credits must be earned at accredited institutions, normally with a grade of "C" or better.

For graduate students, up to six semester hours of graduate credit transferred from an accredited graduate school may be accepted towards the master's degree upon the recommendation of the chairman of the department and with the approval of the assistant vice president for advanced studies: instruction. By special agreement, up to 12 hours of graduate credit may be transferred from a member institution of the Indiana Association of Graduate Schools. The transfer takes place after completion of one-half of the student's master's work at Notre Dame. Twenty-four credit hours may be transferred towards a doctor of philosophy degree if the graduate student has a master's degree from an accredited institution. In all instances, the grade attained must be at least a "B" and the credits must have been earned during the five-year period immediately prior to first registration at Notre Dame. The transfer of credit will normally be made only if the credits are appropriate to the student's degree program. Such transfers of credit must be effected before the semester in which the graduate degree is conferred.

7.3 No correspondence credits are accepted by the University of Notre Dame towards any degree with the following exception: the University accepts credits for undergraduate courses taken under the supervision of the Armed Forces Institute, provided (1) that the courses meet college standards; (2) that they fit into the program for the degree the student is seeking; and (3) that the student shows satisfactory knowledge of the subject matter of the course in an examination given by the University just before or just after registration for further courses at Notre Dame.

Credits for courses taken at accredited branches of recognized institutions are accepted at the discretion of the dean, and may be subject to the provisions governing credits in courses of the Armed Forces Institute.

7.4 The entering freshman may become eligible for credit by examination in two ways: (1) through the Advanced Placement Program administered by the College Entrance Examination Board, and (2) through the Guidance and Testing Program administered by the Freshman Year of Studies. The general guideline is that advanced placement credit is counted as major or elective credit if it is required or permitted in a particular program. Advanced placement credit is not counted as major credit if the number of the course for which the credit is awarded is lower than that of the initial course required in a particular program.

Class Ratings for Undergraduate Students

8.1 For academic purposes, the rating of a student as freshman, sophomore, junior or senior depends upon the number of credit hours completed. The registrar will determine the number of hours for each classification on the basis of the total credit hours required for a degree conferred in each college.

8.2 For purposes of class rank, the student's cumulative average will be used and shall include all courses taken at the University for which a grade was received and credit given.

Class Loads

9.1 Except by recommendation of the department chairman and with special permission of the dean of the college, the undergraduate student in the Colleges of Engineering and Business Administration may not register for more than 18 hours of credit work in a semester; the undergraduate student in the Colleges of Arts and Letters and Science, as well as the students in the Freshman Year of Studies Program, may not register for more than 17 hours of credit work in a semester. These maxima exclude courses in Air Force Aerospace, Military, and Naval Studies. Additional tuition will be charged at the rate per credit hour for overloads.

9.2 An undergraduate degree-seeking student carrying fewer than 12 hours of credit in a given semester is considered part time. Students already enrolled in the University who wish to convert to a part-time student status must request such approval from the dean of their respective college. This conversion must be made during a regular registration period.

9.3 The total study schedule of the graduate student is not to exceed 15 hours of course work a week: no more than 12 hours may be at the 500-

600 level. The full-time credit hour load for students enrolled in the Graduate Division of the College of Business Administration is 15 credit hours per semester.

Course Numbering System

10.1 Courses numbered 101-199 are freshman courses, the 200 series are sophomore courses, the 300 series are junior courses and the 400 series are senior courses. The latter are open to students in advanced studies for graduate credit with permission of the department chairman and the vice president for advanced studies, the director of the Graduate Business Program or the dean of the Law School. Courses numbered 500-599 are for fifth-year programs, first-year MBA, first-year law courses, and graduate courses open to qualified undergraduates with the permission of the chairman of the department and class instructor. Second- and third-year law courses, second-year MBA courses and all graduate courses which are restricted to graduate students are numbered in the 600 series.

Changes in Student Class Schedules

11.1 A student can receive credit for only those courses taken in classes for which the student has been duly registered by the proper official.

11.2 A student may add courses only during the first seven class days of the semester.

11.3 A student may drop courses at his own discretion during the first seven class days of the semester. After this period the student must have the approval of the dean. A student who withdraws from class without the permission of the dean will fail the course. A course may be dropped up to one week after the distribution of mid-semester deficiency reports, but the dean's approval will not be granted if the student's remaining course load falls below the full-time course load for a degree-seeking student. A course may be dropped after this deadline only in cases of serious physical or mental illness. Courses dropped after this period will be posted on the academic record with the grade of "W."

Transfers Within the University

12.1 Upon completion of the Freshman Year of Studies Program, a student enters the college of the student's choice. Students who move into the colleges from the Freshman Year of Studies are required to be in good standing and to have satisfied all the requirements of the Freshman Year Program. By this is meant that a student on probation at the end of the spring semester must have removed the probation by attendance at the University of Notre Dame Summer Session, and that a student who lacks courses through failure or withdrawal but is in good standing must make up the courses by attendance at the Notre Dame Summer Session, or other summer session at an accredited college or university. The student who fails to comply with these requirements may be limited to four courses if he enters the college on probation or if he is deficient in the number of courses completed.

12.2 The student who wishes to transfer from one college to another college within the University must be in academic good standing. The accepting dean has discretion about which credits are acceptable towards the degree in the new college.

Class Attendance and Conduct

13.1 Classes for the academic year commence on the date announced in the University calendar. Students are expected to attend class regularly and punctually.

13.2 At the beginning of the semester the instructor will state in writing the class policies concerning attendance and grading. At the instructor's discretion, a failing grade may be given for excessive absences. Before this is done, a warning in writing to the student and a notice to the student's dean must be given stating that "further absences will result in a failing grade." Instructors have discretion over attendance at class at all times.

13.3 The instructor who cannot meet with a class will advise the department chairman and normally provide for a substitute. Students may presume a class is dismissed if the instructor does not appear within 15 minutes.

Final Examinations

14.1 A two-hour final examination must be given at the time and place stipulated in the official

examination schedule. Any exceptions to this policy must be approved by the dean. Unexcused absence from the semester examination will result in the student's receiving a grade of "F." The instructor and the student's dean will determine whether the cause of absence was sufficient to permit the later administration of the examination. No student shall be required to take more than two final examinations in one day or more than three final examinations in a 24-hour period.

14.2 At the discretion of the instructor, graduating seniors who so request may be exempted from taking the final examination in an undergraduate course if their work in that course up to the time of the final examination has earned a grade of at least "B." In such cases, the semester grade will be based entirely upon the classwork. This exemption applies only to graduating students who are finishing their last semester and who will be eligible for a bachelor's degree at the successful conclusion of the semester.

Degree Requirements

15.1 Application must be made to the registrar for a degree.

15.2 The receipt of a baccalaureate degree from the University requires the satisfactory completion of the curriculum. This includes:

a) The satisfaction of the University requirements of English composition (1 semester), Freshman Seminar (1 semester), mathematics (2 semesters), physical education (2 semesters) (this requirement can be fulfilled by a one-year enrollment in ROTC), natural science (2 semesters), philosophy (2 semesters), theology (2 semesters) and a Senior Seminar on values (1 semester).

b) That English composition, Freshman Seminar, social science or history (1 semester), mathematics and physical education be completed in the freshman year; that natural science, and at least one semester of philosophy and theology be completed by the end of the sophomore year.

c) Satisfactory work in a major or a concentration program of study.

d) A minimum cumulative average of 2.000.

e) A minimum of 60 credit hours at the University.

f) The last year in residence.

15.3 Requirements for advanced degrees are stated in the appropriate *Bulletins of Information.*

Grading

Midsemester Deficiency Reporting

16.1 If the work of the student in any undergraduate course in the first half of a semester is unsatisfactory, a report of that fact must be made by the instructor to the registrar, who informs the student and the student's financial sponsor at the middle of each semester.

Semester Grade Reporting

17.1 The semester grade of the undergraduate student in any course is based on two elements:

(1) the classwork of the student for the whole semester, and (2) the final examination. Final examinations for undergraduate courses may not be weighted for more than one-third of the semester's work in determining the final grades. Regardless of grade in the final, an instructor may fail the student if he has not completed all the course work. Graduate and law grades may be based on the finals alone.

17.2 Throughout the University, work submitted for credit in any form shall be the result of the student's own thought and honest effort according to procedures established in the course. Any instance of cheating or plagiarism will result in the grade of "F" from the instructor for the particular instance or for the course. Notification of any instance must be made by the instructor to the student's dean. Any dispute resulting from these instances will be referred to the department's honor committee or an appropriate committee.

17.3 Grades must be submitted to the Office of the Registrar no later than the date stipulated in the academic calendar. Ordinarily no one but the instructor in charge of a course can give a grade in that course or change a grade given.

17.4 Only those students whose names appear on the final class list generated by the Office of the Registrar may be given a grade. A recommended grade change and the justification for such a change are to be reported in writing by the instructor to the student's dean for approval. In those cases involving a student who is subject to dismissal or is on academic probation, the student's dean will have final approval of any grade change.

17.5 A grade report of credit is made at the end of each semester by the Office of the Registrar to the student and the student's financial sponsor. No diploma, professional certificate, transcript of credit or other information concerning academic records is given until the student's account has been settled.

The Grading System

18.1 The grading system employed is as follows:

Letter Grade	*Value*	*Legend*
A	4	Outstanding
A–	3.5	Excellent
B	3	Very Good
B–	2.5	Good
C	2	Acceptable (lowest passing grade for graduate students).
D	1	Passing (zero quality points for graduate students; lowest passing grade for undergraduate students).
F	0	Failure
X	0	Given with the approval of the student's dean in extenuating circumstances beyond the control of the student. It reverts to "F" if not changed within 30 days after the beginning of the next semester.
I	0	Incomplete (reserved for advanced students in advanced studies courses only). It is a temporary and unacceptable grade indicating a failure to complete work in a course. The course work must be completed and the "I" changed prior to the beginning of the next semester's final examination period; otherwise, the "I" grade remains on the transcript and is computed as equivalent to an "F" in calculating averages.

Grades which may be given but which are not included in the computation of the average are as follows:

Letter Grade	
S	Satisfactory work (courses without semester hours of credit or graduate research courses).
U	Unsatisfactory work (courses without semester hours of credit or graduate research courses).
V	Auditor.

Grades which are assigned by the registrar, i.e., not to be given by the faculty:

Letter Grade	
W	Withdrew with permission. To secure a "W" the undergraduate student must have the authorization of the dean, and the graduate student must have the authorization of the assistant vice president for advanced studies: instruction.
P	Pass in a course taken on a Pass-Fail basis.
NR	No grade reported.

18.2 Grades for foreign language competency examinations, candidacy examinations, and dissertations shall be "P" (passed) or "F" (failed). The grading system stipulated above is also applicable to students in the Law School with the exception that the minus grades are not employed and the grades have no value-point equivalency.

Pass-Fail Option

19.1 Each junior or senior undergraduate may file with the registrar at the time of registration the decision to take one elective course, outside the student's major department and not required by the student's program, per semester on a Pass-Fail basis. Such a filing is irrevocable and will result in conversion by the registrar of the instructor's grade report into an entry of "pass" or "fail" on the student's record. No notice of the pass-fail decision will be communicated to the instructor. The grades "A" through "D" will be counted as "pass."

Average Computation

20.1 Only Notre Dame course grades (and those given in the coexchange program with Saint Mary's College) are included in the averages. The value points of the letter grades earned in the course are multiplied by the credit hours per course to determine the quality points per course. The sum of the quality points divided by the sum of the credit hours attempted in the semester determines the semester average. The cumulative average is determined in the same manner except that it is based on the total quality points accumulated to date. If a course is repeated (only failed courses may be repeated), both grades are included in the averages.

Dean's Honor List

21.1 The Dean's Honor List includes those students who carry at least 12 graded credit hours in the previous semester and who achieve at least a 3.400 average in that semester.

Academic Good Standing

22.1 Determination of academic good standing is made as follows:

Undergraduate

First-semester minimum semester average: 1.700.

Second-semester minimum semester average: 1.850.

Third-semester minimum semester average: 2.000.

Fourth- and subsequent semesters minimum semester average: 2.000. Failure to retain good standing will result in academic probation, which makes a student ineligible for class, hall and University offices and privileges, and intercollegiate athletics; also, the student's academic program may be restricted at the discretion of the dean.

Graduate

The minimum cumulative average of 2.500 is established generally for the Graduate School. Because individual departments may adopt higher standards, students should consult departmental requirements. In addition to grades, other factors may affect a department's decision to permit a student to continue in a degree program.

22.2 No degree-seeking student in the Graduate School who has completed 18 credit hours with less than a 3.000 cumulative average will be supported financially by University funds.

22.3 Grade computations in the Law School, while consistent with this standard, do not use grade-point averages, and special rules apply to retention of Law School scholarships and tuition grants.

Dismissal from the University

23.1 Dismissal decisions are based on the following criteria:

1) Undergraduate students are subject to dismissal for:

a) Two consecutive semesters on probation or a total of three nonconsecutive semesters on probation, or

b) Failure to achieve a semester average of 1.000 regardless of previous academic work.

2) Graduate students

No student with less than a 2.000 semester average will be permitted to continue in the Graduate School in any status. Any student whose semester average is less than 2.500 for two consecutive semesters is subject to dismissal.

The officers responsible may request dismissal or withdrawal at the end of any semester if, in their judgment, sufficient progress has not been made to warrant continuance.

Honors at Graduation

24.1 In the undergraduate colleges, degrees will be granted with honors if the student has a 3.400 cumulative average; a 3.600 cumulative average is required for graduation with high honors; and 3.800 cumulative average is required for graduation with highest honors.

Leave of Absence Policy

25.1 An undergraduate student is eligible to apply, and to seek the approval of the Dean, for a leave of absence for an agreed upon period of time, prior to the registration period for the first semester of his absence. It is advisable that the approval be obtained as soon as possible prior to the beginning of the leave period. Upon granting approval, the student's dean will notify the Office of the Registrar and direct the student to the Office of the Dean of Students. Students who are granted a leave of absence do not have to inform the Office of the Director of Admissions of their intention to reenter the University. Prior to the semester of reentry the student must contact the Office of the Registrar to make the necessary arrangements for registration. That office maintains the records indicating the current status of students "on leave." A two-semester limit is placed in most cases, but a longer period could be approved by the dean.

The policy does not cover the question of the transfer of credit if a student during the period of his leave of absence earns academic credit at another institution. Normally a student would not be permitted to transfer credits earned during that period. It should be noted that students who leave the University without the approval of their dean must apply for readmission through the Office of the Director of Admissions.

This policy, effective for the academic year 1975-76, will be reexamined after a two-year trial period.

University of Notre Dame

Profile of Notre Dame

History and Governance

The University of Notre Dame was founded in 1842 by a young priest of a French missionary order called the Congregation of Holy Cross. Father Edward F. Sorin started his school in the northern Indiana wilderness with about $300 and three log buildings in bad repair, and in 1844 he received a charter from the state legislature. His initial educational program adopted the classic liberal-arts curriculum to the needs of the frontier. Science entered the curriculum in 1865, and in 1869 a Department of Law, now the oldest American law school under Catholic auspices, began functioning. Engineering was founded in 1873, a graduate program in 1918, and a College of Business Administration in 1920.

The University was governed by the Holy Cross Fathers until 1967 when it became the first major Catholic university to transfer governance to a lay Board of Trustees. At the time of the reorganization, there were created two governing bodies, the Fellows and the Trustees. The 12 Fellows are divided equally between Holy Cross priests and lay persons. While certain powers are reserved to the Fellows, the Board of Trustees, which currently has a membership of 30 lay persons and seven Holy Cross priests, is the primary arm of governance. Faculty and students share in the administration of the University through such groups as the Academic Council, the Student Life Council, and the individual college councils.

Edmund A. Stephan, a Chicago, Illinois, attorney, has been chairman of the Board of Trustees since the 1967 reorganization, and Rev. Theodore M. Hesburgh, C.S.C., the 15th president of Notre Dame, has headed the University since 1952.

Other officers of the University are Rev. James T. Burtchaell, C.S.C., provost; Rev. Edmund P. Joyce, C.S.C., executive vice president; Rev. Ferdinand L. Brown, C.S.C., associate provost; Brother Just Paczesny, C.S.C., vice president for student affairs; Rev. Jerome J. Wilson, C.S.C., vice president for business affairs; James W. Frick, vice president for public relations and development; Robert E. Gordon, vice president for advanced studies.

Physical Campus and Plant

Notre Dame's 1,250-acre campus, with its twin lakes and wooded areas, is located just north of the city limits of South Bend, Ind., which has a population of around 130,000. Its physical plant of more than 75 buildings has an insured replacement value of $167 million. Some two dozen buildings, valued at around $80 million, have been erected during the last 20 years, including one of the world's largest collegiate library buildings. The University contributes more than $120 million annually to the South Bend area.

Academic Programs

Notre Dame's undergraduate academic units are the Freshman Year of Studies where all incoming freshmen spend their first year on campus before moving into the college of their choice as sophomores and the four colleges—Arts and Letters, Business Administration, Engineering, and Science.

The University also offers advanced studies in the Graduate School with its divisions of humanities, social science, engineering, and science; in the Law School and in the Graduate School of Business Administration.

There are also five University Institutes: The Center for the Study of Man in Contemporary Society; Lobund Laboratory (for germfree animal research); the Radiation Laboratory; the Institute for International Studies; and the Institute for Urban Studies.

The University's Center for Continuing Education offers a wide range of opportunities for lifelong learning at all educational levels.

Undergraduate Degrees Offered at Notre Dame

Bachelor of Arts with a major in:

American Studies
Anthropology
Art
Black Studies *(available only as a double major)*
Economics
English
General Program
Government and International Studies
History
Mathematics
Modern and Classical Languages
Music
Philosophy

Pre-Professional Studies
Pre-Engineering
Psychology
Sociology
Sociology and Anthropology
Speech and Drama
Theology

Bachelor of Fine Arts

Bachelor of Music

Bachelor of Science with a major or a concentration in:
Biology
Chemistry
Earth Sciences
Mathematics
Microbiology
Physics
Pre-Professional Studies

Bachelor of Science in:
Aerospace Engineering
Chemical Engineering
Civil Engineering
Electrical Engineering
Engineering Science
Mechanical Engineering
Metallurgical Engineering and Materials Science

Bachelor of Architecture

Bachelor of Business Administration with a major in:
Accountancy
Finance and Business Economics
Management
Marketing

Graduate Degrees Offered at Notre Dame

Master of Arts in the following fields:
American Studies
Art
Communication Arts *(degree given in Summer School only)*
Economics
Education
English
Government and International Studies
History
History and Philosophy of Science
Liturgy
Modern and Classical Languages
Music
Philosophy
Psychology
Sociology and Anthropology
Theology

Master of Fine Arts

Master of Mediaeval Studies

Master of Music

Master of Music Education

Master of Theology

Master of Science in:
Aerospace Engineering
Chemical Engineering
Civil Engineering
Electrical Engineering
Engineering Science
Environic Design
Environmental Health Engineering
Mechanical Engineering
Metallurgical Engineering and Materials Science

Master of Science in the following fields:
Biology
Chemistry
Earth Sciences
Mathematics
Microbiology
Physics

Master of Science in Administration

Doctor of Philosophy in:
Aerospace Engineering
Biochemistry
Biology
Biophysics
Chemical Engineering
Chemical Physics
Chemistry
Civil Engineering
Economics
Education
Engineering Science
English
Electrical Engineering
Government and International Studies
History
Mathematics
Mechanical Engineering
Metallurgical Engineering and Materials Science
Microbiology
Philosophy
Psychology
Physics
Sociology and Anthropology
Theology

Doctor of Mediaeval Studies

Professional School Degrees Offered at Notre Dame

Master of Business Administration

Juris Doctor

Five-Year Bachelor-M.B.A. Program
(To begin with freshman class of 1976)

The Summer Session

Summer courses are offered by the regular University faculty to students at all levels—undergraduate, graduate, professional and special.

In addition to meeting the needs of the academic year students who are continuing work on their degrees, the Summer Session also serves teachers, industry personnel, and professional and career groups. These graduate students are provided an opportunity to work on advanced degrees, to fulfill certification requirements, to improve their professional position, or to take enrichment courses. The Summer Session also has funded

summer institutes in the areas of science and engineering.

For those faculty without summer support, there is the opportunity to participate in a faculty research grant program. This program offers limited amounts of income for the initiation of research projects and for the preparation of proposals for the further support of projects.

Research Facilities

The University library system contains 1.2 million volumes, the bulk of which is housed in the Memorial Library. The library has an acquisition rate of some 40,000 volumes a year.

The University receives about $7 million in sponsored research and sponsored program funds annually. Among areas of major research at Notre Dame are radiation and polymer chemistry, biomedical research with germfree animals, nuclear physics, mosquito genetics, Catholic elementary and secondary education, the travel industry, mediaeval culture, deep-sea engineering, water pollution, and the administration of justice.

The University's Computing Center houses an IBM 370-158. Various departments have an IBM 1130, Univac 418, Nova 1200, G.E. PAC 30-2, Honeywell DPD 124, and a Calcomp Plotter. There are 51 terminals located about the campus.

Faculty

Notre Dame's regular teaching and research faculty numbers about 650, and there are an additional 150 persons in other categories, such as professional specialists, librarians and research fellows. Nine of 10 members of the faculty are lay persons. The faculty-student ratio is 13-1.

University Enrollment

Enrollment figures at the University for the academic year 1974-75 indicate 8,808 students registered for the fall semester. A total of 6,820 are enrolled in undergraduate divisions and 1,988 enrolled in graduate and professional studies.

Class registrations show 1,701 freshmen, 1,811 sophomores, 1,608 juniors, 1,573 seniors and 101 participating in five- and six-year programs or attending on a part-time basis. There are 141 Notre Dame and eight Saint Mary's College students attending overseas campuses. The Notre Dame students include 33 at Innsbruck, Austria; 32 at Angers, France; 56 at Rome, Italy; nine at Tokyo, Japan; 11 at Mexico City, Mexico and 21 at London, England.

Graduate enrollment includes 1,374 in the Colleges of Arts and Letters, Science, and Engineering; 183 in the Graduate Division of Business Administration and 431 in the Law School.

Students enrolled in the College of Arts and Letters top the undergraduate enrollment figures with 2,035. There are 1,382 business administration students, 918 science students and 784 in engineering.

Admissions

Admission is highly competitive, with about four applicants for each freshman class position. The University actively seeks qualified members of minority groups (now 6 per cent of its undergraduate population), and while the vast majority of its students are Catholic (about 93 per cent), religion is not considered in screening applicants.

Tuition and Financial Aid

Undergraduate tuition (1975-76) is $2,980 a year. Room, board and laundry (average) $1,200 a year. Graduate tuition is $2,800 a year. More than half Notre Dame's students this year will receive some form of student aid, which totals over $9.5 million, a figure which includes scholarships, grants, loans, and campus work.

Student Body

Notre Dame is one of a handful of truly national universities—its student body comes from all over the nation, with the largest contingents from Illinois, New York, Ohio, Pennsylvania, New Jersey and Indiana. (There are also about 302 international students from 61 countries.) It is also a residential university with more than 5,200 undergraduates (out of 6,722) living in 20 campus dormitories. Despite a heavy campus living concentration, a large percentage of Notre Dame's students are active in community volunteer work. There are no social fraternities at Notre Dame. Most social and religious activities are organized around the residence halls.

The residence hall is also the basic unit of competition in Notre Dame's extensive intramural athletic program. While intercollegiate sports, particularly Notre Dame's football teams, are an important facet of student life, the University's varsity athletes meet the same academic standards required of all students. Notre Dame stands second behind Yale and Air Force Academy in the number of postgraduate National Collegiate Athletic Association scholarship awards given to its athletes.

Some facts from a recent freshman profile provide an insight into the present-day Notre Dame student: over half finished in the top 10 per cent of their high school classes; another 10 per cent were presidents of their senior classes or student bodies, while 19 per cent were captains of at least one varsity athletic team.

More than half of Notre Dame's seniors go on to graduate or professional schools, and Notre Dame leads all Catholic universities and ranks high among all universities in the number of Woodrow Wilson, Danforth, and National Science Foundation graduate fellowships won by its seniors in nationwide competition.

Women were first admitted to the undergraduate programs in the fall of 1972. In the first three years of coeducation the number of undergraduate women enrolled has increased from 365 in 1972, to over 1,300 in the fall of 1975. Five residence halls are currently assigned to women: Breen-Phillips, Farley, Lewis, Lyons, and Walsh. Badin Hall will be included in 1976-77 when the enrollment of undergraduate women will be over 1,500. While undergraduate classrooms have become coeducational only recently, graduate study at Notre Dame has been open to women since the 1930's. Notre Dame continues to have a student exchange program with neighboring Saint Mary's College.

Alumni

The University has some 55,000 alumni around the world, most of them organized into a network of 176 alumni clubs. A regionally representative 16-member Board of Directors governs activities of the Alumni Association, and the Association's president is an ex officio member of the University's Board of Trustees. Alumni annual giving regularly exceeds $3 million, and half of Notre Dame's alumni contribute. Both statistics rank Notre Dame high in comparison with peer institutions. Two-thirds of Notre Dame's alumni have been graduated since 1950.

Sports

A twin-domed Athletic and Convocation Center has created an unmatched center of sports and recreational activity for Notre Dame students. Notre Dame now competes on an intercollegiate basis in football, basketball, hockey, track, baseball, tennis, wrestling, golf, swimming and fencing. In addition, club sports include rugby, soccer, lacrosse, skiing, crew, sailing, weight lifting and amateur boxing's Bengal Bouts.

In addition to varsity and club sports, the University carries on an extensive intramural program known traditionally as the Interhall System. The residence hall is the basic unit of competition, but all organized groups are eligible for participation. The current program determines championships in football, basketball, track, handball, swimming, baseball, tennis, golf and softball.

While sports, particularly Notre Dame's football teams, have always been an important facet of life at the University, student athletes meet the same academic standards required of all other Notre Dame students.

International Student Services

There were 302 international students representing 61 countries enrolled at the University of Notre Dame for the 1974-75 academic year. Rev. Daniel J. O'Neil, C.S.C., is the Director of International Student Services, with offices in LaFortune Student Center.

This organization is a most active one, arranging for multiple cultural, social and academic events for its members throughout the entire fall and spring semesters. Members of the faculty with international backgrounds, along with many South Bend residents, work with Father O'Neil to make rewarding the experiences of these students while in America.

Placement

The Placement Bureau endeavors to facilitate the professional employment of degree candidates, graduate and undergraduate and alumni. Details of the bureau's operation, services and procedures are included in its annual *Placement Manual.*

Faculty members traditionally have played a vital role in the professional placement of Notre Dame graduates. They do so by maintaining appropriate relationships with representatives of organizations and institutions recruiting at Notre Dame. Faculty members, particularly those teaching seniors, are urged to maintain close liaison with the Placement Bureau and its director.

Academic Calendar for 1975-76

Fall Semester 1975

Aug. 30-Sept. 1	Sat. thru Mon. (Labor Day)	Orientation and counseling for new students.
Sept. 2	Tuesday	Registration for all students.
Sept. 3	Wednesday	Classes begin at 8 a.m.
Sept. 11	Thursday	Latest date for all class changes.
Sept. 14	Sunday	Formal opening of the school year with concelebrated Mass.
Oct. 9	Thursday	Midsemester reports of deficient students.
Nov. 13-20	Th. thru Th.	Advance registration for spring semester 1976.
Nov. 26-30	Wed. thru Sun.	Thanksgiving Holiday begins at 12:30 p.m. Wednesday.
Dec. 1	Monday	Classes resume at 8 a.m.
Dec. 12	Friday	Last class day.
Dec. 13-14	Sat. thru Sun.	Study days (no examinations).
Dec. 15-20	Mon. thru Sat. (noon)	Final examinations.

Class Meetings

MWF	43	MTT	42	MThF	42	TTF	42
MW	29	MWTh	43	TT	28	TuF	28
MF	28	MTh	28	TWT	43	TWF	43
MTuW	43	MTuF	42				

Number of Class Days

	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
Sept.	4	4	4	4	4	20
Oct.	4	4	5	5	5	23
Nov.	4	4	4	3	3	18
Dec.	2	2	2	2	2	10
Total	14	14	15	14	14	71

Spring Semester 1976

Jan. 12	Monday	Orientation for new students.
Jan. 13	Tuesday	Registration day.
Jan. 14	Wednesday	Classes begin at 8 a.m.
Jan. 22	Thursday	Latest date for all class changes.
Feb. 9-13	Mon. thru Fri.	Enrollment reservations for the fall semester 1976-77.
Feb. 26	Thursday	Midsemester reports of deficient students.
Mar. 8-12	Mon. thru Fri.	Room reservations for fall semester 1976-77.
Mar. 13-21	Sat. thru Sun.	Midsemester holiday begins after last class on Friday, March 12.
Mar. 22	Monday	Classes resume at 8 a.m.
Apr. 7-14	Wed. thru Wed.	Advance registration for fall semester 1976-77 and for the Summer Session, 1976.
Apr. 16-19	Fri. thru Mon.	Easter holiday begins at 4 p.m., Thursday, April 15.
Apr. 20	Tuesday	Classes resume at 8 a.m.
May 4	Tuesday	Last class day.
May 5	Wednesday	Study day (no examinations).
May 6-12	Th. thru Wed. (noon)	Final examinations (no Sunday examinations).
May 15-16	Sat. thru Sun.	Commencement weekend.

Class Meetings

MWF	43	MTT	44	MThF	43	TTF	44
MW	29	MWTh	44	TT	30	TuF	29
MF	28	MTh	29	TWT	45	TWF	44
MTuW	44	MTuF	43				

Number of Class Days

	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
Jan.	2	2	3	3	3	13
Feb.	4	4	4	4	4	20
Mar.	4	4	4	3	3	18
Apr.	3	4	4	5	4	20
May	1	1	0	0	0	2
Total	14	15	15	15	14	73

Summer Session 1976

June 12	Saturday	Graduate Record Examination.
June 21	Monday	Registration for the regular Summer Session 9 a.m. to 2:30 p.m. (Special dates and arrangements for institutes, workshops, and minicourses, etc.) Mass to formally open the Summer Session, Sacred Heart Church, 5:15 p.m.
June 22	Tuesday	Regular Summer Session classes begin 8 a.m.
June 25	Friday	Latest date for all class changes without penalty.
June 26	Saturday	Graduate School Foreign Language Test (GSFLT).
July 2	Friday	Foreign language examination. Latest date for fulfillment of this requirement for master's degree in August 1976.
July 8	Thursday	Latest date for handing in theses and dissertations for degrees in August 1976.
July 23	Friday	Latest date for general examination for candidates for master's degree in August 1976. Latest date for securing approval of subject of thesis for master's degree, August 1977.
July 26-28	Mon. thru Wed.	Preapplication for the Summer Session 1977.
July 28	Wednesday	Latest date for applying for admission to candidacy for master's degree in August 1977.
Aug. 4	Wednesday	Last class day. Final language examination given.
Aug. 5	Thursday	Course examinations for all students.
Aug. 6	Friday	August Commencement Exercises—Baccalaureate Mass and Convocation for the conferring of degrees.

Faculty Information

Fringe Benefits

Blue Cross-Blue Shield Plan

Insurance coverage for hospital, surgical and medical benefits is provided by Blue Cross and Blue Shield. The premium for this coverage is paid entirely by the University for all full-time faculty members and their dependents immediately on appointment.

The Blue Cross Plan provides comprehensive coverage such as 365 days' hospitalization per admission, room and board allowance provides for full payment in a two-bed room, hospital services in full, surgery fees paid in full, $200 allowances for outpatient tests, X rays, etc., and an allowance for physician's fees while in the hospital.

The Personnel Office has detailed information for the faculty that outlines the specific coverage of our Blue Cross-Blue Shield Plan.

Major Medical Expense Insurance

Members and dependents are automatically covered by the plan underwritten by TIAA. The premium cost is paid by the University entirely. The plan offers a maximum benefit of $50,000 on a co-insurance basis (80%-20%) after exceeding the University's base plan by a $100 cash deductible.

Coverage is extended to spouse and dependents of deceased faculty members for a period of one year with no cost to them. Furthermore, continued coverage after the first year is available for the spouse and dependents of deceased faculty members who have completed 15 years of service and who have attained age 55, provided they pay the costs.

Educational Grants for Children Attending Notre Dame

For sons and daughters who attend the University of Notre Dame, this plan grants full tuition for each of four undergraduate years, including a 12-hour-per-week student job during the second, third, and fourth years. A student may choose not to work and accept a full tuition grant less the value of the 12-hour-per-week student job.

Applications for the tuition grant should be directed to the Vice President for Business Affairs. Applications for the 12-hour-per-week campus job should be directed to the Personnel Department sometime during the semester preceding the job assignment semester.

Faculty Children's Tuition Scholarship Plan

The Notre Dame Faculty Children's Tuition Scholarship Plan (NDCTS) benefit is made available to tenured members of the regular Teaching-and-Research Faculty.

An eligible child of a faculty member who is admitted to an institution of higher learning qualifies for the NDCTS. The amount of the annual scholarship will be the smaller of two amounts, (a) the tuition and fees at the institution attended, or (b) $1,000. All tuition scholarship aid provided from any source must be deducted from total tuition before computing the University's grant.

The scholarship will be for four undergraduate years. The NDCTS will be continued for the duration of a normal undergraduate program leading to a degree but it will not be continued for a period to exceed four academic years of study on a full-time basis or five academic years on a part-time basis.

Scholarship payments will be made directly to the institution attended on the basis of a certification of attendance received from such institution on a per term basis. In no case will the scholarship stipend be paid to an individual.

The NDCTS benefit may apply to summer sessions at Notre Dame or any other university provided the entire cost for the summer school and the succeeding fall and spring semesters will not exceed $1,000.

Children of a qualified faculty member will continue to be eligible for this grant as long as the faculty member remains in the service of the University. Their eligibility will not be terminated in the event of death or the total disability of the faculty member.

This grant is available to children of faculty members who retire with 25 or more years of service but prior to the commencement of or during the college years of their children.

To make application for NDCTS benefit a faculty member need only write a letter to the Director of Personnel giving the pertinent details.

For information concerning the complete details of the NDCTS program, please contact the Personnel Office.

Notre Dame-Saint Mary's Free Tuition Exchange

Effective for the fall semester 1974, the University of Notre Dame will permit sons and daughters of Saint Mary's faculty and administrators and Saint Mary's College will permit daughters of Notre Dame faculty and administrators to enroll on a mutual, free tuition exchange basis. Present institutional regulations governing these Educational Grants at Notre Dame and Saint Mary's will be followed.

These students must meet the regular admissions standards at the admitting institution prior to acceptance as undergraduates.

Free Course Privileges

In order to make the academic resources of the University of larger benefit to the Faculty, their spouses and professional staff, the University provides a scholarship of up to three credit hours each semester in the Academic Year and in the Summer Session for regularly scheduled academic courses.

Faculty, Faculty Spouses. This benefit is available to all full-time Faculty and their spouses. Faculty here includes Teaching and Research, Special Research, Library and Special Professional. In addition, the benefit is available to Postdoctoral Research Associates and their spouses.

Staff. This benefit is available to all full-time professional administrators holding appointments as Staff Executives, Staff Managers or Staff Specialists.

General Conditions. Academic study must not infringe upon services expected of the Faculty, Postdoctoral Research Associates or Staff. Approval of the immediate supervisor and appropriate vice president is required.

Each individual seeking enrollment in an academic course must satisfy all academic requirements subtending the course. If the individual desires to use the course credit in a degree program, he or she must apply for admission to and be accepted by the specific academic unit having jurisdiction over the degree program.

The maximum number of credit hours allowable in any given semester is three, regardless of the conditions under which the applicant is enrolled (i.e., audit or credits toward a degree). The applicant will be charged for each credit above three for which he or she is enrolled at the standard rate.

Summer Session. The benefit of three credit hours of regularly scheduled academic work is extended to Faculty children for undergraduate courses during the Summer Session only. The eligible Faculty children are those who have completed high school and who have not yet received a bachelor's degree.

All individuals who desire to qualify for the summer use of the scholarship benefit must apply for admission to the Summer School no later than May 31.

Procedures. To receive financial credit against the charges generated by enrollment, each student must have a Student Appointment Form signed by the Graduate School.

For nondegree-seeking applicants (i.e., unclassified students) all admissions procedures and initiation of the Student Appointment Form will be carried out in the Office of Graduate School.

For degree-seeking students, applications for admission to the specific degree program follow the routine procedures as outlined by the appropriate University bulletin and the Student Appointment Form will be initiated by the department or school in which the applicant stands for the degree. However, note that all who desire to utilize the benefit in the Summer Session must apply for admission directly to the Summer Session.

Travel Accident Insurance Coverage

The University provides an Accidental Death and Dismemberment benefit for faculty and staff members who sustain injuries while traveling on University business. The principal sum of the benefit is $100,000. The beneficiary of an insured faculty or staff member shall be the one designated by the insured and filed with the University Personnel Department. The insured faculty or staff member must be under age 70.

Coverage is provided for insured faculty and staff members while traveling anywhere in the world during the course of any *approved* bona fide trip on University business. If faculty or staff members travel to attend learned conferences, meetings, symposiums or give papers or lectures at other institutions or serve as consultants and their

travel is approved by their department chairman or dean on behalf of the University, they will be covered.

Faculty or staff members who travel on their own without prior approval of departmental chairmen or deans are not covered under this program. Faculty and staff members are not covered on any pleasure or vacation side trips that deviate from the intended business trip. The business trip requires that the insured person travels off campus.

Travel may be done by any type of conveyance; however, an insured person may not be a pilot, operator or member of a crew of a commercial-type mode of travel such as an aircraft, bus or train. Aircraft coverage is further limited to civilian aircraft having a current airworthiness certificate or in any transport-type aircraft operated by the Military Air Transport Service of the United States. Faculty and staff members may not pilot their own aircraft.

There is an aggregate limit of indemnity per accident: $500,000 for aircraft accidents and $1,000,000 for all other accidents. These are the limits of the Insurance Carrier's liability for all indemnities arising out of injuries to two or more insured persons in any one accident.

The Insurance Carrier will pay benefits determined by a table of losses listed below provided the losses occur within 180 days after the date of the accident.

Description of Loss	*Indemnity*
For Loss of:	
Life	Principal Sum
Both Hands or Both Feet or Sight of Both Eyes	Principal Sum
One Hand and One Foot	Principal Sum
Either Hand or Foot and Sight of One Eye	Principal Sum
Either Hand or Foot	One-half the Principal Sum
Sight of One Eye	One-half the Principal Sum

Life Insurance

Group insurance is available underwritten by the Travelers Insurance Company. This is term life insurance to which you are entitled to one and one-half times your basic annual salary rounded to the nearest $1,000 subject to a maximum of $40,000. The rate per thousand per month is determined by the age of the faculty member at the time of application for insurance. The University provides $2,000 of life insurance free to all full-time faculty members.

Long-term Disability Insurance

All full-time Faculty are covered by a Long Term Disability Insurance policy underwritten by TIAA; this is at no cost to the faculty member. Further information is available in the Personnel Department.

Retirement Program

Faculty members are eligible to participate in the TIAA-CREF Plan upon completion of one year of service. Participation is required of all eligible members who have attained age thirty (30). A member, who transfers from another institution at which he participated in the TIAA Plan, is eligible to enter Notre Dame's Plan immediately.

The University contributes five per cent of salary up to the Social Security base figure and ten per cent of all salary above that level. The member contributes five per cent of salary. The Salary Reduction Option is available.

Faculty Widow's Benefit

Notre Dame has a program of faculty benefits to aid, during the first year of widowhood, the widows of faculty members who died while still in active service on the faculty of the University. A fund will be made available to each widow in six equal payments computed as follows:

Thirty per cent of the faculty member's annual salary as of the date of death, plus

a) $100 for each full year of service, provided the faculty member has worked no more than ten full years.

b) $125 for each full year of service, provided the faculty member has started his eleventh year of work and has not worked more than 25 full years.

c) $150 for each full year of service, provided the faculty member has started his 26th year of work and has not worked more than 50 years.

Examples:

8 yrs. service $14,000 salary = $14,000 × .30 + $ 800 = $ 5,000

18 yrs. service $20,000 salary = $20,000 × .30 + $2,250 = $ 8,250

27 yrs. service $24,500 salary = $24,500 × .30 + $4,050 = $11,400

Note that:

1) Widows of faculty members who were employed over 50 full years will be paid one full year's salary.

2) The fund will be made available only if the widow survives and to her alone.

3) The year is to be computed from July 1 to June 30. For bonus computations, six months or less is to be computed as one-half year; over six months is to be computed as one year.

4) In no case will more than one full year's salary be paid.

Fringe Benefits and Services For Retired Faculty

All faculty members and their spouses are urged to take advantage of the counseling service of the Personnel Department before and after retirement. It is recommended that faculty members contact the Personnel Department at least six months prior to their 65th birthday in order that changes in insurance plans can be accomplished without interruption of coverage.

All emeriti faculty are issued identification cards by the Personnel Department. The ID cards will be issued in September and will be helpful to retired faculty as they continue to receive the advantages of campus facilities and services extended to all faculty members.

Listed below are the benefits and services that are available to retirees:

Parking — Decals for automobiles are issued by the Security Department.

Library — All facilities available.

Bookstore — Discounts continue to retirees.

Athletic and Convocation Center — All facilities available.

Golf Course — Retirees may play the course free of charge Monday through Friday. Normal charge on Saturday and Sunday.

Office Space to the extent that space is available.

Life Insurance — At age 65 the life insurance policy will be reduced to an amount in accordance with the master policy. The cost will continue to be $.60 per thousand per month.

Major Medical Insurance — Continues for retiree and spouse in retirement. The maximum coverage is reduced to $10,000.

Blue Cross-Blue Shield — The policy is cancelled at age 65. Retirees must apply for the Blue Cross supplement and Medicare about three months prior to age 65. The University reimburses faculty members who have appointments beyond their 65th birthday for the cost of their Blue Cross supplement. Spouses who are under age 65 when a faculty member retires may continue the Blue Cross coverage through the University group policy.

Auto Insurance — Can be continued on a direct billing basis after retirement.

Homeowners Insurance — Can be continued on a direct billing basis after retirement.

Tuition — Benefits continue for children of retired faculty members who have completed 25 years of service at the University.

Credit Union — All services are available to retirees and their spouses.

University Policies

Part-time Appointments to the Regular Faculty

1) Part-time appointments to the Regular Faculty are permitted for persons who for appropriate reasons must devote less than full-time service to the University, provided that the service is at least half-time and no more than three-quarters-time and that the individual is not employed outside the University.

2) No more than one-fourth of the Regular Faculty members in any department, or equivalent academic unit, shall have part-time appointments.

3) The standards for appointment and reappointment to the Regular Faculty for part-time service shall be the same as for full-time service as also shall be the duration of contractual periods.

4) Tenure, *i.e.*, permanence of appointment, shall be granted to members of the regular Teaching-and-Research Faculty holding less than full-time appointments on the same basis as for members holding full-time appointments. The prorated portion of each year of part-time service shall be counted toward the maximal probationary period for tenure, as stipulated in the letters of appointment.

5) Requests by members of the Regular Faculty for transfers between full-time and part-time service shall be made through the appointments and promotions channels. Such a transfer can be made only by mutual agreement between the appointee and the University.

6) A Regular Faculty member with a part-time appointment has the same voting privileges as a member with a full-time appointment. In general, the responsibilities and privileges of a member of the regular faculty with a part-time appointment are the same in nature as, but on a proportionate scale to, those of a member with a full-time appointment.

7) The salary of a member of the Regular Faculty on a part-time appointment shall be the proportionate share of the appropriate salary were the appointment to be full-time. Similarly, a member of the regular faculty on a part-time appointment shall in principle receive a proportionate share of the appropriate fringe benefits were the appointment to be full-time. It shall be the responsibility of the provost to determine an equitable formula for providing fringe benefits, such as certain insurance benefits, which cannot be directly scaled.

Enabling Act

The above policy shall apply to appointments on the Regular Faculty effective September 1, 1975, and thereafter. Present members of the part-time faculty who might qualify for part-time appointments to the Regular Faculty under the above policy may petition for transfer to such an appointment through the chairman of the department or the appropriate academic officer by March 1, 1975. When such a transfer is approved for appointment to the Regular Teaching-and-Research Faculty, notice of this approval shall also state the amount of the applicant's prior service which shall be counted toward the probationary period for tenure. The present nonregular category of part-time faculty is abolished as of August 31, 1975, with members in this category being transferred to the adjunct faculty.

Childbearing Leave

A full-time faculty member whose pregnancy or delivery of child entails medical complications serious enough to constitute physical disability is entitled to a leave of absence as prescribed in the Academic Manual, Article III, Section 11.

Even when such physical disability is not present, she has a right to three weeks' leave with pay at the time of delivery. She should advise her departmental chairman well enough in advance to allow him to have her duties fulfilled by other colleagues.

Further, she may request a leave of absence for an entire academic semester. Except for three weeks during that period she receives no salary, but continues to qualify for fringe benefits and other faculty rights.

Untenured faculty members may claim a one-year extension of their appointments, and/or a similar extension of their untenured status for each period of childbearing. Instructors have a right to the latter extension only. These extensions will be granted whether or not a semester leave has been taken. In the case of an Assistant Professor in her first appointment, such an extension cannot be construed to oblige the University to offer her a subsequent three-year appointment.

All the above refers to members of the Teaching-and-Research Faculty. The same rights are available to other faculty members, except that the discretionary leave of absence without pay is for a period of six months, rather than an academic semester.

A similar policy obtains for all other full-time employees of the University, including administrators and staff. When physical disability is indicated, the rules for any sick leave apply. Otherwise, the employee may claim a three-week leave with pay, and/or up to six months' leave without pay.

Appointment and Family Relationship

It is the policy of the University to consider all qualified persons for employment subject to the following conditions: The approval of the Office of the Provost or the Office of the Vice President for Business Affairs, depending on the type of employment, will be required prior to such employment:

(1) Where a prospective employee is related to a University employee who would be his or her administrative superior.

(2) Where a prospective employee is related to a University employee in the department to which he or she will be assigned if employed.

(3) Where a prospective employee is related to a University employee and the two would have a close working relationship if the prospective employee were employed.

Faculty members should neither initiate nor participate in institutional decisions involving a direct benefit (appointment, promotion, tenure, salary, leave of absence, etc.) to their own relatives.

Outside Activities

The University of Notre Dame recognizes that faculty members are on occasion called upon to provide consulting and other professional activities by outside agencies and industries. Such activities are normally looked on with favor where they: (1) contribute to the professional development of a faculty member, or (2) contribute an expertise to a problem of a society or industry that is not commonly available, or (3) provide some carry-over into the instructional program of the professor involved.

Activities covered under this policy include all types of endeavor for which the faculty member is compensated over and above his normal compensation from the University.

For full-time members, outside consulting or professional work is limited to the equivalent of one day per calendar week. Time spent on such outside activities must be in addition to, rather than a part of, the normal full-time effort expected of members of the Faculty for University work. Outside work must in no way interfere with University duties. If there is any possibility of interference with professional obligations, consideration should be given to less than a full-time status with the University.

The University must be compensated at prevailing rates for special facilities used by a faculty member in performance of consulting obligations.

Possible conflict of interest situations should be avoided. Normally, teaching in a program other than that of the University of Notre Dame will not be approved. Research that would normally be done under the University auspices should not be performed by private individual contract.

A faculty member desiring to do outside work should receive approval from the dean of his College prior to any agreement to perform such work, if of a recurring nature. Permission should be re-

quested via the form, "Memorandum for Proposed Consulting," submitted to the dean through the department chairman. Permission for such outside work is automatically considered to be terminated at the end of each University contract period. Thus, a professor on an academic year appointment should request renewal each September 1 for any continuing arrangement. Faculty members on summer appointment should comply with the above policy during the period of the summer contract. Approval for individual, nonrecurring endeavors is to be obtained from one's department chairman.

Patent Policy

I. PREAMBLE

The University of Notre Dame, as an institution of higher learning, has two primary aims: To share existing knowledge with its students and to engage in research in opening new areas of knowledge. The University is not oriented toward the generation or creation of patentable ideas as a primary goal. Patentable discoveries which result would be incidental to its two primary aims. To this end, the following patent policy is presented.

This statement of the patent policy of the University of Notre Dame is intended to make explicit the relationship of the University and its faculty, staff personnel, and students with regard to patents.

II. POLICY

All faculty members, professional staff members and staff who make use of University facilities, and all faculty members, professional staff members, staff and students who receive monies in the form of salary, wages, stipend, or other support from the University, are bound by this patent policy.

A. Inclusions

All inventions which arise from activities associated with the University and are made by persons bound by this policy must be disclosed to the University Committee on Patents by the inventor(s) promptly after first reduction to practice or when the invention is sufficiently developed to give reasonable assurance that it can be reduced to practice.

1) The University has rights to any inventions resulting from the use of funds or facilities managed by the University, and such inventions must be reported to the Committee on Patents for the determination of all rights.

2) Any inventions growing out of a project which is supported by a public or private sponsor shall be governed by the terms relating to inventions and patents contained in the pertinent grant or contract and also must be reported to the Committee.

3) Any inventions growing out of activities not involving use of University facilities or funds managed by the University belong solely to the inventor(s). The inventor(s) may request the assistance of the University through the University Committee on Patents for aid in patenting an invention in accordance with the provisions of this policy.

B. University Policy

1) When the disclosure of an invention to the Committee on Patents is made and the University elects to pursue the invention, the costs of pursuing the invention shall be borne initially by the University as specified in paragraphs C and D following. The University may, at any time, elect not to pursue the invention at which time all rights to the invention are released by the University to the inventor(s).

2) Once the University elects to pursue an invention upon the recommendation of the Committee on Patents, the invention becomes University property and is to be administered solely by the University except as the University may expressly request the advice and assistance of the Committee on Patents.

3) No use of the name of the University in the promotion and/or sale of patentable or patented products, processes, devices, or designs is permitted without prior written approval from the President of the University. Requests for such approval shall be transmitted through the Chairman of the Committee on Patents.

4) When necessary in exceptional instances, the inventor(s) may seek advice, evaluation, and/or assistance in reduction to practice of any invention from sources outside the University provided that this is done at no expense to the University and

that it does not impair the University's rights in the invention. After reduction to practice, and hence disclosure to the Committee on Patents, all further interactions must be approved by the Committee on Patents.

5) Once the University releases a patentable idea to the inventor(s), all rights shall revert irrevocably to the inventor(s).

C. Distribution of Income from Inventions

1) The following distribution provisions shall apply to income received from inventions disclosed to the Committee on Patents after the effective date of this policy.

2) The University shall establish a separate account for each invention which the University elects to pursue.

3) All income from an invention shall first be used to reimburse the University for all direct expenses associated with the invention. Said direct expenses shall include, but not be limited to, all costs for searches, filing for patents, development costs, legal fees, litigation costs, marketing expenses, travel, and promotion and similar expenses. Income remaining after expenses is defined as net income. All income and expenses are computed on a cumulative basis.

4) The cumulative net income from an invention shall be divided as follows:

a) Of the first $150,000 of cumulative net income, 50% to the inventor(s) and 50% to the University;

b) Of all cumulative net income over $150,000, 25% to the inventor(s) and 75% to the University.

Once a year, the undistributed cumulative net income, reduced by a sum equal to a judicious estimate of anticipated and foreseeable expenses, will be distributed.

D. Promotion Account

The University shall establish a separate account for the payment of initial expenses for patent promotion. The purpose of this account shall be to subsidize all invention accounts before such accounts produce income. As income is received in each invention account, repayment of the subsidy shall be made from this income to the promotion account. In addition, 15% of distributions to the University made from cumulative net income from individual inventions is to be added to this fund until a maximum of $150,000 is achieved. The Committee on Patents shall make recommendations for all expenditures under this account to the Vice President for Business Affairs who shall be solely responsible for the actual commitment of said funds.

E. Committee Responsibilities

1) The Committee on Patents advises the President on patent policy generally and the disposition of rights in those inventions referred to the Committee.

2) The inventor(s) must be informed in writing, within 120 days following the date of invention disclosure to the Committee, on the action the Committee intends to pursue. If not so informed, the inventor(s) may acquire all patent rights if the inventor(s) so requests by written notice to the Committee.

F. Disputes

Any question of dispute on any patentable idea or disclosure between the inventor(s) and the University shall be settled by arbitration. The arbitration panel shall be appointed as follows: one person by the inventor(s); one person by the Committee on Patents; and one member selected by the Committee and inventor appointees.

III. ADMINISTRATION

A. Membership

The Committee on Patents consists of 14 members, seven who serve ex officio and seven who are elected members of the faculty. Of the latter, one is elected by the faculty of the College of Arts and Letters, one by the faculty of the College of Business Administration, two by the faculty of the College of Engineering, two by the faculty of the College of Science, and one by the faculty of the Law School. The terms of the elected members are three years, except initially when they are arranged to provide staggering of terms. The ex-officio members of this Committee are the Vice President for Business Affairs, the Vice President for Advanced Studies, the Provost, the University Counsel, the

Dean of the College of Engineering, the Dean of the College of Science, and the Assistant Vice President for Research and Sponsored Programs. The Vice President for Business Affairs serves as Chairman and the Assistant Vice President for Research and Sponsored Programs as Secretary of the Committee.

B. Invention Disclosures

Inventors disclose their inventions to the Committee on Patents by submitting the University's Invention Disclosure Form promptly, either upon reduction of the invention to practice or where, in the inventor's judgment, they have sufficiently developed a concept or idea to give reasonable assurance that the invention can be reduced to practice.

C. Assignment of Rights

Upon acceptance of an invention by the University for patenting or promotion, the inventor(s) shall enter into a written agreement with the University to assign such invention and any resulting patents to the University in accordance with the provisions of this patent policy. The Vice President for Business Affairs acts for the University in obtaining from inventors such assignments of rights in inventions as are necessary to comply with the provisions of this patent policy and of pertinent grants or contracts, to obtain patents and to exploit inventions.

IV. INVENTION RECORD AND STATUTORY BARS

A. Invention Record

A complete invention record is often required to obtain an effective or valid patent. Normally, a complete record includes the following information:

1) Names of inventor and co-inventors, if any;

2) Descriptive title of invention;

3) Description of invention stating what is novel about it; what is useful about it; how it differs from inventions, if any, made by others to provide similar results;

4) Location of notebooks and other documents, both witnessed and otherwise;

5) Earliest verifiable date of conception and where conceived;

6) Date and place of first sketch, drawing or photo;

7) Date and place of first written description;

8) Date and place of reduction to practice through demonstration of first operating model, or full-scale device, or successful completion of process run;

9) Location of operating or full-scale device or of equipment for practicing the process or producing the new product;

10) Evaluation of test model prototype performance, or pilot plant processing;

11) Source of support of the research associated both with the conception and with the reduction to practice of the invention, including also the name of the sponsoring agency and the grant or contract number, if any;

12) Date, place and form of previous disclosures of the invention.

13) Date, place and particulars of any previous sale or offer to sell of the invention.

B. Statutory Bars

Inventors must be aware that no United States Patent will be issued if applied for more than twelve months after the invention has been described in a printed publication anywhere in the world. Also, no such patent will be issued if applied for more than twelve months after its public use or sale in the United States. Public use, sale, or offers to sell include any use or sale by the inventors as well as by others. Special rules govern the time limits within which foreign patent protection may be acquired.

V. EFFECTIVE DATE

This policy became effective May 9, 1975, upon approval by the University's Board of Trustees.

Faculty Travel

The following norms have been established to regulate University policy on travel and to provide equitable opportunities for members of the faculty.

Travel Under Sponsored Programs

Sponsored programs may require more travel than other University activities to renegotiate grants, to consult with other investigators, and for

similar reasons. In fact, most academic travel is financed in this way. Thus, whenever possible, travel expenses incurred by faculty members engaged in sponsored research or other sponsored programs are to be met by the appropriate grant or contract. The University will abide exactly by the conditions of the sponsor, which will be clarified through the University Research Council when necessary. However, when no conditions are imposed by the sponsor, normally Section II, 1, 2, will apply with the understanding that greater flexibility may be necessary in the use of such funds.

Travel Under Regular Departmental Budgets

To assist faculty with expenses for travel to professional meetings when funds are not available from research grants, the University appropriates limited funds for travel as a line item in each departmental budget. For administrative purposes three different kinds of travel are distinguished: that of an official University representative, that of a participant at professional meetings, that of a nonparticipant at a meeting.

I. OFFICIAL UNIVERSITY TRAVEL.

In those instances when it is necessary or desirable that the University be represented *officially*, appointment of representatives being made by the President, Provost, Executive Vice President, or in cases of administrative officers traveling in connection with University business to be charged to an approved travel budget, the basic policy guiding reimbursement is that they should neither gain nor lose personal funds as a result of such assignment. Each representative shall therefore be fully reimbursed for all necessary and reasonable expenses incurred, but it is understood that he will take considerable effort to maintain his expenses at a reasonable minimum by observing as far as possible the norms in the following paragraphs. In particular, transportation reimbursement for automobile use is provided according to II c, below. Forms for reporting such expenditures should be obtained from the Accounting Office.

II. PARTICIPANTS AT PROFESSIONAL MEETINGS

Faculty who participate as lecturers, scheduled discussants, or major officers of an academic society will be permitted one meeting a year at University expense *provided departmental funds are available*. Faculty should note that an allowance of *per diem* amount is excluded from this policy. The University intends to pay for and will pay only for those expenses actually incurred under any of the items listed below. With this stipulation in mind the University will cover the expenses of transportation, lodging and meals as well as some of the miscellaneous items according to the following schedule.

1) Actual cost of transportation by air, railroad or private automobile will be covered if certain conditions are followed.

a) Air travel should be limited to coach or tourist class. First-class travel will be approved only when it is the only service available.

b) Railroad travel during the day will be limited to coach fare. When overnight travel is necessary, first-class with roomette will be approved.

c) Travel by private automobile will be reimbursed only

1) when it is necessary to transport equipment; or 2) when it is more economical, as for group travel; or 3) when it offers the one expedient way to reach the destination.

The University will give an allowance of .12 per mile according to Rand McNally standard mileage from South Bend to the destination. This allowance is to cover gas, oil, damage, towing charges, repairs and other miscellaneous fees. A copy of the Rand McNally Mileage Book is available for faculty use in the General Accounting Office.

If a private automobile is used for personal convenience alone, reimbursement will not exceed the amount of air coach travel from the airport in South Bend to the airport at the destination.

d) Transportation for short distances is assumed to be an ordinary part of a faculty member's professional obligations. However, Chicago area is just far enough away and public transportation may present just enough problems to merit special consideration. Therefore, for travel to the Chicago area the policy on transportation is as follows:

Actual costs of transportation up to a maximum of $20 will be paid. Private automobile may be used at the faculty member's discretion and the maximum amount of $20 will be paid (only to the driver of the car if more than one man travels) but toll and parking fees must be taken out of the $20 allowed.

2) Lodging and Meals

The University will reimburse the faculty participant at a professional meeting for actual expenses incurred up to a maximum amount of $40 *per diem*.

Each day is separate and amounts from one day cannot be transferred to another day; for instance, to spend $32 one day and $48 the next day.

For reimbursement, an itemized list of expenditures is necessary. Receipts for hotels, airline tickets obtained anyplace other than the University Travel Agency and other commonly furnished receipts are to be included.

III. NONPARTICIPANTS AT PROFESSIONAL MEETINGS

At the discretion of the Department Chairman and Dean, if departmental funds permit, faculty members may be approved to attend one meeting a year with partial subsidy from the University, even though they will not participate. This subsidy will be limited to the cost of transportation by air coach from South Bend to the destination and return.

IV. PRACTICES AND PROCEDURES

1) Early in September the Chairman of the Department should make careful plans for the use of travel funds allocated to his department.

2) Requests for travel to professional meetings must be approved by the Chairman of the Department and the Dean of the College.

3) After approval, reservations for transportation should be made at the Travel Agency at the University and charged to the appropriate budget number.

4) Requests for a cash advance should be avoided as a normal procedure. However, when a cash advance is deemed necessary, a request should be made to the Comptroller's Office. Cash advanced for travel will be approved only in cases involving University funds *i.e.*, funds over which the University holds stewardship and pays by University check. This includes funds for sponsored programs. Settlement of cash advances should be made within one week of the faculty member's return to the University. If settlement is not made within two weeks of the time the faculty member returns to the University, a payroll deduction will be made to recover the amount advanced or the difference between the amount advanced and any expense report rendered.

V. NONREIMBURSABLE COSTS

The University will not reimburse costs for

1) Taxes from which the University is exempt,
2) Entertainment of self or guests,
3) Laundry or valet services,
4) Loss of money due to negligence in canceling travel or lodging reservations,
5) Foreign travel,
6) Insurance for air or other travel.

VI. TRAVEL FOR C.S.C. FACULTY MEMBERS

For religious of the Congregation of Holy Cross who need funds beyond the regular travel allowance in any of these categories, the additional expense will be charged to the account for Religious Maintenance and not to the Department in which they are engaged.

VII. INCOME TAX PROVISION

Information on details of filing income tax travel exemptions and deductions may be obtained from Mr. Joseph F. O'Brien in the Personnel Office.

Academic Honesty

Preamble

The academic community relies upon a high standard of integrity in the relations between its members. To the extent that this standard is not maintained, the good of the community suffers, and injustice (sometimes serious injustice) may be done. One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. These are ordinarily evaluated through written examination or submitted work. For such modes of assessment to operate fairly, it is essential that the teacher be assured that the work used to evaluate the student's performance is genuinely his own. This is a

serious responsibility on the part of the teacher, if his evaluation is to reflect the true accomplishment of the student.

There is a corresponding responsibility on the part of the student not to deceive the teacher in any way in regard to the authorship of the work he presents as his own. A student who, for example, uses information drawn from another student's paper during a test, or who submits a term paper written by someone else, is clearly violating academic integrity. But the boundaries are not always as easily drawn as in cases like these; a more specific enunciation of guidelines would be appropriate during Freshman Orientation, as well as in the Student Manual and in the stated policies of individual teachers or departments, including those for advanced students (law, business, and graduate students). No matter how well-drawn the guidelines, however, procedures are needed in cases of suspected violation in order to ensure that the rights of all are safeguarded.

The conduct of examinations

Th proper conduct of examinations poses a special problem for the teacher. In the absence of a University-wide honor code, the normal procedure for a teacher is to see that his examinations are adequately monitored. Where the teacher can be assured of the integrity of the work being done, the presence of a monitor may, however, be judged to be unnecessary. This would be particularly likely to be the case in small classes or seminars. Lacking such clear assurance, however, the teacher has the responsibility of requiring a more explicit form of adherence to honor principles on the part of his students, if he is to depart from the practice of direct supervision. This is to be ensured by distributing to each student at the beginning of the semester a form of declaration in which he pledges honesty in examinations for the course, and promises not to tolerate cheating on the part of others. Students are to be invited to sign the form and return it to the teacher. If any decide not to do so, normal supervision procedures *must* be followed in examinations for that course. The teacher should treat each student's decision in this regard as confidential.

Procedures

If a teacher judges that a student has violated academic integrity in an examination or in work submitted, he must submit a report in writing to the Honesty Committee of his department. The committee will then hold a hearing which the teacher and student are invited to attend. The teacher will present his reasons for believing that a violation has occurred, and the student has the right to respond. Following the presentation of evidence, the committee will make a ruling. If it rules that a violation has occurred, it will also recommend to the teacher an appropriate penalty. The student is informed of the committee's decision. Should the decision be against him, the student has the right to appeal. If he does not appeal within a time specified by the committee, a description of the offenses and a report of the committee's findings and the penalty assessed are communicated to the academic dean of the student. This material is entered in the student's file.

If the student chooses to appeal, he notifies the departmental committee which will then forward all documents to the dean of its own college. The student has the right to appear before the Dean. Should the dean find in favor of the student, the teacher is to be informed that the charge is dismissed. If the dean sustains the earlier verdict, the teacher and student are informed, and a report is sent to the student's academic dean for inclusion in his file. If a semester grade has to be submitted before the completion of this process, an "X" grade should be authorized by the dean's office.

When the report of a violation is received by the student's academic dean he has the responsibility of determining whether an offense of this kind has occurred before. If one has, or if, though a first offense, it is a very serious one, the dean shall consider possible disciplinary action, involving penalties up to dismissal from the University. The dean thus has two functions in this context: one is to hear appeals regarding offenses in courses offered within his jurisdiction and the other is to take disciplinary action, if necessary, in cases of serious offenses committed by students from his own college.

Because of the important role played in this matter by the departmental Honesty Committee, it should be a standing committee appointed by the chairman, and must include student representation.

Teacher-Course Evaluation

Since the primary function of a university is teaching, and since the quality of the teaching is the first criterion by which an educational institution is judged, the University of Notre Dame is very much concerned that classroom instruction be done as well as it can be. For this reason a Teacher-Course Evaluation program, in use in the College of Arts and Letters for some years, was extended in 1970 to the entire University. It is administered towards the end of each semester. The instrument used is one drawn up locally, and it has been designed to be applicable to every kind of classroom situation.

The aim of the evaluation is the improvement of teaching, and its entries are geared to allow students to comment on almost all phases of a teacher's performance, with a section permitting them to develop at length what they consider to be his strengths and weaknesses. This section is seen only by the instructor and is privileged information. A computer printout with results from the other entries is made available to the teacher and his department chairman. This, too, is confidential. All evaluations are, of course, anonymous.

Faculty Awards

Faculty Award*

This is an honored annual award given within the University to a member of the Faculty. Nominations are received from the Faculty at large and a committee of former Faculty Award winners makes the final selection.

Thomas P. Madden Award*

This award honors the memory of a former English professor who was one of Notre Dame's great teachers. It is presented annually to that member of the Faculty who, in the opinion of a Freshman Year Faculty committee, contributed most to the teaching of freshmen.

Special Presidential Awards*

These awards are given to members of the Faculty and/or the administration for distinguished service to the University over an extended period of time. The presentation of a plaque and a stipend are made to the recipients.

Father Sheedy Award

The Sheedy Award, named after the former Dean of the College of Arts and Letters, includes a $1,000 honorarium provided by an anonymous donor. This award is limited to the Faculty of the College of Arts and Letters and is presented to a member of this group for excellence in teaching.

Reinhold Niebuhr Award*

This is the most recent award and was established in September, 1972, by Father Hesburgh. The award will be made annually to a student, faculty member, or administrator whose life or writings promote or exemplify the lifelong theological and philosophical concerns of Reinhold Niebuhr, particularly in the area of social justice in modern life.

*These awards are presented at the President's Dinner for the Faculty in May.

General Services and Facilities

University Procedures

First Campus Visits

When reporting to the campus after acceptance of a contract, the new faculty member should normally contact his department chairman. If this is not possible, he is invited to report to the Registrar's Office, Room 215, Administration Building (Golden Dome). An escort will be provided to take him to Personnel and/or attempt to contact the Department Chairman.

The Personnel Office

This is located on the ground floor of Brownson Hall (just behind the golden-domed Administration Building). This office will assist with housing, explain the various fringe benefits, and arrange for your payroll mailings. In addition, a packet of data which amplifies much of the material contained in the booklet will be provided.

Housing Assistance

The University does not have faculty housing except for religious Faculty. The Personnel Office, however, maintains lists of housing in Saint Joseph County and during the period of mid-July through mid-September, it has a person available to assist in locating faculty housing.

Campus Communications or Messengers and Mail

On the campus there is a messenger service to and from the Administration Building to the principal academic buildings twice daily. Within most departments, mailboxes are provided. In the Library, mail is distributed through the Faculty Typing Service and in other buildings student messengers deliver messages and mail. The Post Office also rents boxes. The University zip code is 46556.

Please report your campus address to the Notre Dame Post Office promptly. The University message facilities are not to be used for solicitations or noncampus activities. Except for the United Fund (through the Personnel Office), the University does not permit fund solicitation on campus.

Calendar of Events

The weekly *Calendar of Events* will list lectures, seminars, symposia, and conferences held daily on campus. Literature will be mailed and campus bulletin boards will keep you informed.

Campus Ministry

Campus Ministry sponsors the growing involvement of all segments of the Notre Dame community—administration, faculty staff, students—in a ministry to one another that will help each to know a fuller life and a more truly human experience at Notre Dame. Throughout the academic year, Campus Ministry sponsors many University-wide projects—the fall picnic, panel discussions, in-depth, reflective studies of current events, documentary films, retreats, etc. Members of the Faculty are most cordially invited to participate in the Campus Ministry activities.

Address Changes

As soon as you have an address—temporary or permanent—please notify the Personnel Office. It, in turn, will forward this information to other University divisions that require such information. Should you change your address during the course of the year or during the summer period, please follow this same procedure.

Campus Parking

Parking *within* the grounds of the University is limited to those who have been assigned by name to various parking places. Aside from the above, the two principal reserved parking lots for faculty members are located south of the main entrance and east of the Library. Use of the faculty lots requires a special faculty sticker which is obtained —free—at the Security Office in the Fire House. The faculty sticker permits parking in assigned areas and also entrance onto the campus. There is sufficient room for all faculty members to park their cars in the assigned faculty areas. The lots are patrolled, and a system of fines is in force for violations. Special parking regulations take precedence over those outlined above on football and commencement weekends and on certain days when parents are assisting students moving into or vacating the halls. Parking in faculty parking lots on days of home football games will not be permitted after 11 a.m.; however, faculty are given free parking permission on game Saturdays.

Identification Cards

The Personnel Office issues identification cards to members of the Faculty; it is to your advantage to obtain this card for identification purposes on campus and in South Bend. These cards are used when you check out library books and are necessary when you apply for a faculty discount at the Bookstore.

Emergencies

Campus — Infirmary 7567 and 7154. Security 6130 and 8967. Fire Department 6200. A priest is available at all times by dialing 7511 or 6536. Emergency maintenance 7701.

South Bend — Dial 911. This number has direct connections to the Police Department, the Fire Department, and to special emergency units.

Telephone Information

The University telephone exchange number is 283. When dialing on-campus numbers, this prefix is not necessary. Only the four-digit office number is required. To dial off campus, the prefix 9 is necessary. The area code is 219. The general University number is 283-6011. This number may be used to contact the operators from off campus.

Campus Security

The Security Department is [illegible]red through the Dean of Students and the [illegible]ector of Security, thus eliminating the necessity of outside police agencies patrolling the campus. Its office is located in the Fire House Building, phone 6130, off-campus 283-6130. The emergency headquarters is, likewise, in the Security Office, phone 6600, off-campus 283-6600. Staffed 24 hours a day, this department is responsible for building security, vehicle registration, and parking.

The Security Department performs patrol functions in all buildings nightly as well as patrol functions in all parking lots and throughout the campus. The Security Department likewise maintains hall monitors in all dormitories if so requested by the rector of said dormitory.

The Security Department requests that you report anything of a suspicious nature coming to your attention. You are, likewise, encouraged to report all thefts, vandalism, assaults, and accidents. If the Security Department can be of assistance to you, please do not hesitate to contact this unit.

The University maintains a Lost-Found Office in Room 150 of the Administration Building. The phone number is 8474. This office's services are available from 10-12 a.m. and 1-5 p.m.

Vehicle Registration

All members of the University community must register their motor vehicles at the Security Office if they plan to drive or park on University property. At the time of registration, a faculty member is issued a decal denoting available parking areas and a booklet on the Traffic Rules and Regulations.

Academic Service Facilities

The Libraries

The Main Library seats 3,300 and has a capacity of 2,000,000 volumes. Currently there are approximately 1,200,000 volumes and 11,650 periodicals. The first two floors house the reference collection and the undergraduate library, while the upper levels house the graduate library as well as several research units. Faculty offices are located in the basement levels. The ground floor contains an auditorium, the Rare Book Room, the Central Catalog Offices, and lounges. Special collections include the Dante Collection, the Mediaeval Institute Library and the Ambrosiana Microfilm and Art Reproduction Collection. In addition to the central library, there are several departmental and college libraries: The Life Sciences, the Chemistry-Physics, the Earth Sciences, the Mathematics-Computing Science, the Engineering and the Architecture libraries. These are located in their respective buildings.

The University participates in the Center for Research Libraries which has a membership of over 100 academic and research libraries, and its collection of over three million volumes of materials important for research is available to faculty and students. The University Library is a member of the Association of Research Libraries.

The libraries are normally open from 8 a.m. to 12 p.m. daily. Curriculum material may be placed on reserve. Faculty may charge books as they wish, but all books are subject to immediate recall if needed for assigned reading.

The University Press

Founded in 1949, the University of Notre Dame Press has built a distinguished book publishing program which includes 20 to 30 new titles annually and a backlist of more than four hundred titles. The press imprint is carried to the continent by Notre Dame of London, Ltd.

The Audio-Visual Center

This facility is located in the Center for Continuing Education. It offers to Faculty and students comprehensive services in the audio-visual area. Courses in audio-visual education are offered in the Department of Education on the graduate level. Workshops in the various phases of audio

and visual education are also held periodically and the staff of the center is available for consultation and to set up and operate equipment. The center maintains a library of catalogs and brochures on films, filmstrips, recordings and other audio-visual materials and assists in the production of such items. Consultation on television and other media is also provided.

Use of Buildings and Equipment

Buildings are locked by Security and patrolled at a time designated by the College Dean or the Building Superintendent. When one is in certain campus buildings after 10 p.m., he must have a permit issued by the Dean, or the Department Chairman, or Security.

No University equipment is to be used off campus or "borrowed" temporarily for personal use. No space or equipment is to be rented or sold. Non-University groups may use facilities if sponsored by the Continuing Education Center. University academic facilities may be used for legitimate on-campus groups for academic purposes.

University Calendar Office

The University Calendar Office has the responsibility of coordinating all events held on the Notre Dame campus. This program is designed to prevent an excessive number of events from being scheduled on any given day and will insure the availability of the specific facility requested.

The Calendar Office has scheduling responsibility for the following facilities:

The Center for Continuing Education

The Morris Inn

The Library Auditorium and Lounge *(8 a.m. to 11 p.m. Monday through Saturday and 1 p.m. to 11 p.m. on Sunday)*

The Engineering Auditorium *(5 p.m. to 11 p.m. Monday through Saturday and all day Sunday)*

Washington Hall *(Except University Theater activities)*

The University Calendar Office is located in the lower level of the Center for Continuing Education, Extension 6300. This office is open Monday through Friday from 8 a.m. until 5 p.m.

Except as noted below, all schedule requests for space and facilities are presented to the Dean of Continuing Education and assignments made by the University Calendar Office after authorization to hold the event has been secured from the appropriate administrative officer.

Conference Activities

All requests for the scheduling of conferences, seminars, short courses, and symposia to be held at the University are submitted to the Dean of Continuing Education for approval and scheduling. A conference coordinator is assignd by the Dean to complete arrangements and coordinate the operation of the program.

The Morris Inn is to be considered an integral part of the Center for Continuing Education and the use of its facilities will be scheduled through the Dean of Continuing Education.

La Fortune Student Center/Stepan Center

All space allocation involving the LaFortune Student Center and the Stepan Center are within the jurisdiction of the Vice President for Student Affairs.

Classroom and Laboratory Assignments

The Registrar makes all classroom assignments.

University Athletic Events

University athletic events are scheduled by the Director of Athletics with the approval of the Faculty Board in Control of Athletics.

The dates of all University functions are reported to the University Calendar Office for inclusion in the University Calendar.

Faculty Offices

Faculty members from the College of Arts and Letters who are assigned to offices in the basement of the Memorial Library have the services of the Faculty Steno Pool at their disposal. The typists will handle business and professional correspondence, which can be dictated through a telephone hook-up, and they will type final corrected copies of manuscripts for submission to publishers. These offices are assigned by an Assistant Dean of the College of Arts and Letters who supervises this procedure.

Faculty of the other colleges and the institutes are assigned office space in the colleges and institute areas by the respective deans or directors.

Scholarly Publications of the University

American Journal of Jurisprudence
American Midland Naturalist
Notre Dame Journal of Formal Logic
Notre Dame Journal of Education
Review of Politics

Scholarly Student Publications

Notre Dame Business Review
Notre Dame Lawyer
Science Quarterly
Technical Review

Official Publications

Notre Dame Magazine. An award-winning magazine, published bimonthly, that has successfully combined alumni notes with in-depth features and campus news items.

Notre Dame Report. A biweekly publication specifically edited for Administrative, Faculty and Staff members reporting official University policy, events, and news.

This Week. A weekly calendar of events.

Catalogues

The following catalogues are published on an annual or biennial basis—*Graduate School, Law School, M.B.A., Summer School, Arts and Letters, Engineering, Science, Business Administration, This Is Notre Dame.*

Academic Guide for Faculty and Teaching Assistants

Contains information about Teaching Assignments, Class Lists, "Drops" and "Adds," Withdrawals From Class, Class Attendance, Class Trips, Class Dismissal, Midterm Deficiencies, Examinations, Grades, Grading System, Class Hours, Pass-Fail Option, Student Averages, etc.

Public Relations and Development

The mission of the Office of Public Relations and Development is to generate understanding and support for Notre Dame. Headed by a vice president of the University, it consists of five departments: Information Services, Special Projects, Development, the Notre Dame Alumni Association, and Printing and Publications.

Information Services

This department is the University's principal contact with the press, television, radio and other media. It generates news material about Notre Dame events, programs, activities and personnel, disseminating it on a local, regional or national basis as warranted. Faculty members are urged to apprise the department of newsworthy developments, institutional and personal. Newsline, a taped telephone message, provides information on events of general public interest (extension 2211), and a *Weekly Calendar* of University events is circulated on campus.

The Department of Information Services supervises publication of *Notre Dame Report, The President's Newsletter* and *Parents' Newsletter.*

Special Projects

This office is concerned principally with special events planning and protocol. It is particularly involved in those events, both on and off campus, to which the University has committed its prestige and substantial resources. Included are building dedications, commencement and other convocations, meetings of the Board of Trustees and the several Advisory Councils, and various University-wide observances.

Development

The Department of Development has been singularly successful in generating financial support for the University, notably in three successive capital programs between 1960 and 1972. Its professional staff, with offices in New York, Chicago, and Los Angeles, as well as on campus, seeks the support of individuals (alumni, parents, and friends), corporations and foundations.

The assistance and cooperation of faculty members are welcome in identifying programs and activities requiring support as well as sources of such support. However, the approval of the department chairman, dean and the Office of the Provost is required before the Development staff may embark on fund-raising efforts for a particular project.

Faculty members seeking the support of government agencies for research and sponsored programs should do so through the Office for Advanced Studies. It is contrary to University policy for members of the Notre Dame community to engage in any fund-raising activity independent of the Office of Public Relations and Development and/or the Office for Advanced Studies.

Alumni Association

Notre Dame's 55,000 alumni constitute the largest and one of the most important of the University's publics. They are organized in approximately 176 local alumni clubs in this country and overseas. Faculty members are often invited to participate in meetings of the Alumni Board and Senate and to speak at alumni gatherings from coast-to-coast, notably on the occasion of the annual Universal Notre Dame Night.

Printing and Publications

The Department of Printing and Publications is responsible for the total printing program of the

University and offers printing and publications assistance to all departments of the University. The department is responsible for a uniform level of quality in all University publications, and offers editorial, design and production services. The Printing and Publications office is responsible for *Notre Dame Magazine*, the award-winning magazine of the Notre Dame Alumni Association. The office also supervises the photocopying and duplicating services of the University. The Printing and Publications office is located in Room 415, Administration Building, extension 1234.

Personal Services

Sacred Heart Church

The University church holds Sunday and Holy Day services in the upper church. The faculty members may belong to Sacred Heart Parish, which is located on campus with the Rectory in the Presbytery. To register in the Parish, please contact the Pastor, Sacred Heart Church. Each hall also has a chapel for daily Mass and services. The Director of Campus Ministry can provide details.

Mass Schedule:

Daily Mass — 11:30 a.m. and 5:15 p.m.
Saturday — 5:15 p.m.
Sunday — 9:30 a.m., 10:45 a.m., 12:15 p.m.

Dining Facilities

The University Club offers lunch, dinner and drinks from 11 a.m. to 12 p.m. to members and guests only.

The South Dining Hall maintains a public cafeteria for all three meals from 7 a.m. to 9 a.m., 11 a.m. to 1 p.m., and 5 p.m. to 7 p.m. In addition, there is a faculty dining area on the second floor that serves lunch on Monday through Friday from 11:45 a.m. to 1:00 p.m.

The Huddle is the on-campus "short-order" operation. Its hours vary.

Fall and Spring Semester

Monday through Thursday	7:30 a.m. - 12:30 a.m.
Friday and Saturday	7:30 a.m. - 1:30 a.m.
Sunday	2:00 p.m. - 12:30 a.m.

The Summer Session

Monday through Saturday	7:30 a.m. - 9:30 p.m.

Closed Sundays

The Continuing Education dining facilities are normally limited to service in conjunction with various conferences as are the facilities in the Athletic and Convocation Center.

The Morris Inn

The Morris Inn offers breakfast, lunch, and dinner seven days a week. The main dining room is open Monday through Saturday for breakfast from 7:00 a.m. to 10:30 a.m.; for lunch from 11:30 a.m. to 2:00 p.m.; and for dinner from 5:30 p.m. to 8:30 p.m.

On Sundays and holidays the dining room is open for breakfast from 8:00 a.m. to 12 noon; and for dinner from 12:30 p.m. to 8:00 p.m.

Cocktail service is available in the main dining room for lunch and dinner daily.

The cocktail lounge is open Monday through Saturday from 4:00 p.m. to 12:00 midnight.

Athletic Ticket Privileges

Athletic ticket privileges currently granted to Notre Dame faculty members are as follows:

Football. Each faculty member may order a maximum of two (2) season tickets at a discount of 50% from the face value of the tickets. These tickets are for the personal use of the faculty member and his immediate family. There is no specific faculty section but new orders are assigned in the best location possible in view of our long-standing priorities. Season ticket locations are renewable each year as long as reordering dates are observed. This privilege applies to season tickets only, not individual game tickets or away-game tickets.

Basketball. Each faculty member may order a maximum of two (2) season tickets at a discount of 50% from the face value of the tickets. These tickets are for the personal use of the faculty member and his immediate familly. Faculty season tickets are assigned in a specific side-court section. Any new faculty orders will be assigned in the best location possible. Ticket locations are renewable each year as long as reordering dates are observed. This privilege applies to season tickets only.

Hockey. Each faculty member may order a maximum of two (2) season tickets at a discount of 50% from the face value of the tickets. These tickets are for the personal use of the faculty member and his immediate family. There is no specific faculty section but new orders are assigned in the best location possible. Ticket locations are renewable each year as long as reordering dates are observed. This privilege applies to season tickets only.

All other sports. No admission charge.

Athletic and Recreational Facilities

Excellent facilities are available to all faculty personnel and every effort is made to contribute to the physical well-being of all. The three main facilities available are: *The Athletic and Convocation Center* is a beautiful, up-to-date athletic facility containing an excellent locker room with sauna bath and exercise room. The ACC also has handball and squash courts, basketball courts, tennis courts, running track and a weight room.

The Rockne Memorial contains handball and squash courts, basketball courts and a swimming pool. (There is also a lake on campus for family swimming.)

There is a yearly fee of $15 for a locker in Rockne Memorial or the ACC. (There is a waiting list for lockers in the ACC.)

Golf Course (eighteen holes) family membership is $75; single faculty membership is $50. A charge of two dollars and fifty cents is the weekend course fee; one dollar and fifty cents is the weekday fee. Women, of course, are welcome.

Hammes Notre Dame Bookstore

The Hammes Notre Dame Bookstore is owned and operated by the University of Notre Dame. Store hours are 9 a.m. to 5 p.m., Monday through Saturday.

The first floor stocks school and office supplies, art and drawing supplies, college sportswear, toilet articles, religious articles, jewelry, radios and records.

The Book Department is located on the second floor and supplies all college books for over 8,500 students. It also carries a large number of trade books, both paperbacks and hardbounds, plus a large number of paperback reference books.

The professors are to submit book requirements to the Bookstore before each semester. The store has no voice in selection of class titles or edition, but will gladly offer assistance in helping to locate the publisher, edition, etc.

We would appreciate receiving the summer orders by May 1, the fall orders by May 15, or at least before the professors leave the campus for the summer; and the spring orders by Oct. 15. If these ordering dates are followed, your texts should be available in the Bookstore for each semester. Class requisitions for ordering are provided by your department head or the Bookstore. Please complete, showing title, author and particularly the publisher. The Bookstore will then proceed to order after taking into account the sales history of each title, estimated number of students, etc.

Complimentary desk copies are supplied by the publishers and they will furnish these to you upon request. Since publishers will only honor a professor's written request, please write directly to the publisher if you desire a desk copy.

Prices and Price Changes: Selling prices of books are determined by the publisher. Those books that are not prepriced by the publisher are marked by the Bookstore in accordance with the list price shown on the invoice. If the publisher raises a price, the Bookstore must act accordingly. Sometimes a paperbound book will have a price sticker pasted over an old printed price. The publisher may do this if a supply of books is on hand in its warehouse when the price is increased. The store is charged based on the price that appears on the sticker.

New Editions: The store orders the edition which has been requested. Once the new edition has been published, the old one has no cash value.

An out-of-stock title can take as long as four weeks to come in, even though the Bookstore has ordered your book to come via air mail, special delivery. Every college bookstore is ordering at this time and publishers fall weeks behind in shipping. It is suggested that you order your books early to avoid the possibility of facing a long delay should the publishers stock be depleted as a new printing will take several weeks.

Finally, a 10% faculty discount is given at the Bookstore on most of its items.

Counseling Center

The services of the Counseling Center are available without charge to members of the University faculty and members of their immediate family. These services include psychological counseling, assessment and consultation. The center operates under a policy of strict confidentiality. In situations in which the concern requires resources not available within the center, appropriate referrals will be suggested.

Please call the center (1717) to make an appointment or for further information.

Other Services

Several commercial operations are located on campus and available to you and your family. They include a shoe repair shop, laundry and dry cleaning, barber shop, and a clothing store. Several museums in the various departments and the University Art Galleries are available to the public.

Organizations

The University Club

The University Club, an organization of faculty and professional staff members of the University of Notre Dame and Saint Mary's College, is situated at the entrance to Notre Dame. The organization is more than merely a social club. In its beautiful building, which was the gift of Robert H. Gore, Sr., it provides a place where ideas can be exchanged and friendships deepened in a congenial, informal atmosphere.

Mr. Gore has personally collected 350 priceless steins and tankards, many of which belonged to historic figures such as King Ferdinand III of Spain, Napoleon Bonaparte, and Martin Luther. He has entrusted this remarkable collection to Notre Dame where it provides the University Club with its distinctive decor.

The club has recently opened its membership to include Alumni and Associate members to broaden its scope of friends.

Members are invited to bring their guests for cocktails and dinner and arrangements can be made to reserve the lounge for private parties and wedding receptions. There are facilities to hold University department functions by making reservations with the Club Manager.

The following is the schedule for the regular hours of operation:

Monday through Friday:

Cocktails and Lunch	11:30-1:30
Closed	1:30-4:30
Cocktails	4:30-12:30
Dinner	5:30-9:00

Saturdays:

Cocktails	5:00-12:30
Dinner	5:00-9:00

Sundays:

Closed all day.

The Club will extend its closing hour for prearranged functions. On special Saturdays, such as home football games, the Club offers box lunch specials, early lunches, and free parking behind the Club.

Ladies of Notre Dame

The Ladies of Notre Dame is an organization of wives of faculty and administrative staff members, as well as professional women in the University. They meet once a month during the academic year for the purpose of serving the University community through social and cultural events. The programs and activities developed are designed to cultivate participation in the Notre Dame family.

These programs include:

(1) Social events such as a Christmas dinner dance, Foreign Food Festival, lectures and panel discussions.

(2) An active Newcomer Program which assists new arrivals in becoming acquainted with one another, with the University and the community through various get-acquainted activities and neighborhood hospitality coffees.

(3) The interest groups offer a full spectrum of interests as antiques, art, bridge, gourmet cooking, literature, music, life member group, sewing and sports.

(4) Volunteers-In-Action (VIA) arranged to encompass the LND Blood Donor Program; support of the Notre Dame Library Association through the Memorial Gift Fund; support of the Notre Dame Merit Award through the Office of Financial Aid and Scholarships; a project Stage Hands which works with ND-SMC Theatre in their scholarship fund. VIA LND reaches out into the community through support of various local hospital and school programs; state and county agencies which request volunteer support and aid.

(5) Monthly publication of a newsletter *Distaff* is mailed to all members.

All programs are aimed at encouraging a spirit of warmth and membership in the Notre Dame family.

Notre Dame Library Association

The Notre Dame Library Association is for those interested in the sustained growth of the Library and the cultural life of the Notre Dame campus. The Library Association provides for a way to assist the Library; to know and to use, and to enjoy the Library.

Membership is open to all who reside in the St. Joseph Valley area as well as the campus family. Annual, Life and Patron memberships include library card privileges.

Memorial Gift Fund. Each gift is collected into one fund for the purpose of enriching the special collections of the Library. The Name In Memoriam is placed in a BOOK OF MEMORIALS in the Rare Book Room and this name becomes a special part of the Library. Through these gifts there are many great books and this is a lasting Memorial. Memorial Month is November.

The general meetings are limited to two per year with added cultural events as they are presented on the Library calendar.

If you are interested in the University Library, you will be interested in the Library Association. For further information write to the Notre Dame Library Association, PO Box 45, Notre Dame, Indiana 46556.

The Knights of Columbus
There is an active chapter and clubhouse on campus.

The American Association of University Professors
The organization has a local chapter and it will contact you.

Professional Associations
There are several chapters of Greek Honorary Societies on campus including Phi Beta Kappa (Arts and Sciences), Beta Gamma Sigma (Business Administration), Tau Beta Pi (Engineering), and Alpha Delta Epsilon (Pre-professional). In addition, the Michiana and St. Joseph County areas join with faculty members at Notre Dame to create several active local chapters of national professional societies in most of the academic disciplines.

Notre Dame-Saint Mary's College Theatre
This joint theatre venture gives two plays a semester. The faculty may purchase series tickets at a discount.

The Faculty Movie Series
The literature pertaining to this group will be mailed to you.

University of Notre Dame Credit Union
The University of Notre Dame Credit Union was organized in July 1941 and by September 1975 had grown to nearly 7.5 million dollars in total assets. Continuous and increased use by its membership assures its future growth and stability. Its two distinct purposes are, (1) to encourage thrift or savings, and (2) to provide credit at low cost, thereby combating usury.

Your advantages in borrowing from the Credit Union are (1) you borrow as a member-owner, not just a customer, (2) character is the basis in extending a loan, (3) no extra charges, (4) no misleading information, and (5) lower rates because it is a nonprofit organization.

The Credit Union office is located on the northeast end of the campus, behind Stepan Center in the Maintenance Center Building. Office hours are 9 to 4, Monday through Friday. Telephone 283-6611 for information.

State and Local Tax Structures

Adjusted Gross Income Tax
Every resident person is subject to this tax at the rate of two per cent on adjusted gross income. To arrive at adjusted gross income, taxpayers are allowed $1,000 plus a $500 exemption for each dependent, and $500 for each taxpayer or spouse age 65 or over, and an additional $500 if blind. A credit of $8 times each exemption is allowed against the computed tax liability.

Intangible Tax
The rate of this tax is five cents on each $20 or fractional part of the actual value of the intangible. Items taxed include notes, stocks, bonds, debentures, mortgages, bills of sale and conditional sales contracts, instruments evidencing exchange of goods and evidencing interest in property. Exempted are intangibles with situs outside of Indiana, stocks in corporations organized under the laws of Indiana and deposits in Indiana banks.

Property Tax
All real property (lands and buildings) is assessed at 33-1/3 per cent of its true cash value. The rate of the tax varies from township to township in the South Bend-Mishawaka (Penn Township) area from a low of $7.135 to $13.758 per $100 assessed valuation. The annual assessment date for property is March 1. The state, beginning in 1974, will pay 20% of $100 on a property bill of $500 for every property owner, using funds from increased sales and corporate adjusted gross income taxes.
Note: Personal property is also assessed in the manner indicated above at the applicable township rate on automobiles, trailers, boats, livestock, etc. Home furnishings are exempted from taxation.

Sales Tax
The tax at the rate of four per cent is applied to all sales at retail, plus hotel and motel rentals and on intrastate or local telephone service. Exempted are: groceries; artificial limbs; orthopedic devices; prescription drugs; wholesale sales; equipment; machinery or tools used directly by the purchaser in the production, manufacture, fabrication, assembly, processing or finishing of tangible personal property. Utilities and speculative home builders are not exempt from sales tax on purchases not related to production.

Local Individual Option Tax

St. Joseph County residents earning the major portion of their income in certain other Indiana counties *may be subject* to a local option tax of either 1%, ¾% or ½% of their "adjusted gross income." St. Joseph County as of July 1, 1975, has not adopted a local option program.

Motor Vehicles

Taxes—a twelve cents a gallon tax on gasoline and other fuels is applicable throughout the state.

Fees—annual registration fees for passenger vehicles are $12.

Excise—payable annually on basis of car age and model.

Pertinent Information

Post Office	
South Bend Main Post Office 424 S. Michigan	232-4900
Schools	
South Bend Community School Corp. 635 South Main, South Bend	234-8141
School City of Mishawaka 222 Miami Terrace, Mishawaka	259-3763
Penn-Harris-Madison School Corp. 117 Lincolnway East, Mishawaka	259-7941
Catholic School Information 1311 South Logan, Mishawaka	259-9994
Cultural Interests	
South Bend Art Center	233-8201
South Bend Symphony Orchestra Assn.	233-3730
Midwest Chamber Orchestra	234-3335
Broadway Theatre League of South Bend	282-2150
South Bend Civic Theatre, Inc.	233-0683
Indiana University, South Bend Campus Theatre	237-4111
Notre Dame-Saint Mary's Campus Theatre	284-4176
South Bend Symphonic Choir	232-1242
Bethel College Music Programs	259-2447
Saint Mary's College, Music Department	284-4095
University of Notre Dame Music Department	283-6211
St. Joseph County 4-H Fair	291-3400
Libraries	
South Bend Public Library 122 West Wayne	288-4413
Branch Libraries:	
LaSalle	234-2734
Western	287-0800
River Park	288-6311
Virginia M. Tutt	289-1421
Mishawaka Public Library	259-5277
Indiana University Library	282-2341
Notre Dame Memorial Library	283-6134
Saint Mary's College Library	284-4241
Galleries and Museums	
Mishawaka Children's Museum	259-3475
Northern Indiana Historical Society Museum	233-2920
Saint Mary's College, Moreau Gallery	232-3031
University of Notre Dame Art Gallery	283-7361
Studebaker Historical Museum	234-8141
Muessel-Ellison Tropical Gardens	284-9442
Ella L. Morris Conservatory	284-9442
Voter Registration	
Voter Registration, County-City Building	284-9521
License Bureaus	
South Bend	233-2149
Mishawaka	259-6359
Fire Departments	
City of South Bend — Emergency Only	911
Osceola	674-8012
Clay-German Township	272-3131
Centre Township	291-2111
Portage Township	288-2231
City of Mishawaka	255-3177
N. Penn Township	259-3497
S. Penn Township	233-3231
Harris Township	272-3877
Warren Township	232-6836
Police	
City of South Bend — Emergency Only	911
City of Mishawaka	259-2411
Osceola	674-8012
Roseland	272-6241
St. Joseph County Sheriff	284-9611
State Police Post	233-1123
Chamber of Commerce	
South Bend-Mishawaka Area Chamber of Commerce 320 West Jefferson Boulevard South Bend, Indiana 46601	234-0051

Hotels and Motels

The hotels and motels listed below are members of the South Bend-Mishawaka area Chamber of Commerce.

Morris Inn
University of Notre Dame
Notre Dame, IN 46556
219-234-0141

Abbey Inns of America
52825 U.S. 31 North
South Bend, IN 46637
219-272-9000

Albert Pick Motor Inn
213 W. Washington Street
South Bend, IN 46601
219-232-3941

Center Motel
100 Center Complex
Mishawaka, IN 46544
219-256-1501

Days Inn
52757 U.S. 31 North
South Bend, IN 46637
219-277-0510

Golden Eagle Inn
1243 South 11th Street
Niles, MI 49120
616-684-1000

Holiday Inn—Mishawaka
2754 Lincolnway East
Mishawaka, IN 46544
219-259-9911

Holiday Inn—Niles
930 South 11th Street
Niles, MI 49120
616-684-3000

Holiday Inn—South Bend
515 Dixieway North
South Bend, IN 46637
219-272-6600

Howard Johnson's Motor Lodge
52939 U.S. 31 North
South Bend, IN 46637
219-272-1500

LaSalle Motor Inn
237 N. Michigan Street
South Bend, IN 46601
219-233-1181

Ramada Inn—South Bend
52890 U.S. 31 North
South Bend, IN 46637
219-272-5220

Randall's Inn
130 Dixieway South
South Bend, IN 46637
219-272-7900

Royal Inns of South Bend
316 S. St. Joseph Street
South Bend, IN 46601
219-282-2511

Sheraton Motor Inn
123 N. Michigan Street
South Bend, IN 46601
219-232-2041

South Bend Motel
3420 S. Michigan Street
South Bend, IN 46614
219-291-6330

South Bend Travelodge
614 N. Michigan Street
South Bend, IN 46601
219-233-1154

South Bend-Mishawaka Facts

Area Population

South Bend	Mishawaka	St. Joseph Co.
1960 ..132,445	1960 33,361	1960 ..238,614
1970 ..125,580	1970 35,517	1970 ..247,045

Churches

Strong religious life characterizes the greater South Bend-Mishawaka area with residents supporting over 164 churches. These include 135 Protestant churches representing 35 denominations, 26 Catholic churches and four Jewish congregations.

Climate

The annual normal mean temperature for South Bend-Mishawaka over the past 50 years is 49.4 degrees. Normal annual precipitation is 34.89 inches. Normal annual snowfall is 48.5 inches.

Newspaper

The South Bend Tribune, a widely circulated daily, is published here as well as five weeklies with large local readership.

Television

Three UHF television stations, WSBT-TV (CBS), WNDU-TV (NBC), and WSJV (ABC) provide wide coverage. New stations are WNIT (public) and WMSH (religious). Cable facilities are also available.

Radio

Eight AM-FM radio stations, WSBT (CBS), WNDU (ABC), WRBR-FM, WJVA (MBS), WHME, WTRC, WNIL and WSND-FM serve the entire area.

Cultural Opportunities

South Bend's Morris Civic Auditorium provides professionally staged drama, comedy and musical interpretations. It also hosts several concerts annually by the South Bend Symphony. Civic Music Association offers five outstanding presentations each year. Amateur and university theatrical groups are active throughout the year at O'Laughlin Auditorium on the Saint Mary's College Campus, at Notre Dame and in the auditorium of the new Indiana University Center. Painting, sculpture, photography and interesting arts and crafts are on exhibit at the South Bend Art Association where workshops are conducted daily. Numerous civic clubs and organizations in both cities provide outlets for both amateurs and professionals. Public library facilities are considered the finest for cities the size of South Bend-Mishawaka. Over 348,000 volumes are maintained in two libraries, 5 branches, and two bookmobiles. Other library services include films and record loans, discussion groups, lecture series and meeting rooms. The new Notre Dame Memorial Library holds over 1.2 million volumes and has seating facilities for over 3,000 in modern research and Lecture Hall facilities. Fascinating exhibits of Indiana and pioneer period relics are on view in the Northern Indiana Historical Society Museum.

Hospitals

Superior medical facilities are offered by 6 major hospitals providing 1,500 beds and 224 bassinets. These are: Memorial Hospital, St. Joseph's Hospital of South Bend, St. Joseph's Hospital of Mishawaka, Northern Indiana Children's Hospital for Retarded, Healthwin and Osteopathic Hospital. Clinics and laboratories provide additional service.

Motels, Motor Inns, Meeting Sites

Conventions, group meetings, tourists and visitors in South Bend-Mishawaka enjoy comfortable and modern accommodations. Motels and motor inns provide well over 2,000 rooms. Combined meeting, dining and banquet facilities locally accommodate over 6,000. Total accommodations and facilities including neighboring cities far exceed this figure.

Industrial Background

South Bend-Mishawaka is located centrally in the nation's great inland industrial area, on the western edge of the nation's Great Lakes Valley Manufacturing Belt. More than 350 manufacturing firms employ over 36,000 people with an annual payroll exceeding $240 million. Over 65,000 residents are employed in nonmanufacturing capacities and the area boasts a reputation of a highly productive and skilled work force record second to none.

Lakes and Resort Areas

Beautiful St. Joseph River, a natural geographic attraction, provides fishing, boating, water sports and relaxation for area residents and vacationers. Located within 50 miles are 150 lakes making the area unsurpassed among metropolitan centers in its convenience to nearby recreation sites. Within leisurely driving distance are hundreds of lakes, streams and points of interest of scenic Northern Indiana and Southern Michigan. Numerous state parks and famed deer hunting, fishing and winter sports are within easy driving distance. The dunes and beaches of nearby Lake Michigan provide opportunity for additional family fun.

Location

South Bend-Mishawaka are located in St. Joseph County, in Northwestern Indiana. The cities are situated along the St. Joseph River at latitude 42 degrees North Longitude 86 degrees West and 716 feet above sea level. Distances from major midwestern cities: Chicago, 90; Detroit, 187; St. Louis, 368; Indianapolis, 139; Cincinnati, 250; Louisville, 263; Pittsburgh, 371.

Public Safety

Crime, fire and accident rates in South Bend-Mishawaka are consistently low and bear favorable comparison with all other cities of comparable size. Approximate combined South Bend-Mishawaka police protection: 300 policemen, 120 pieces of motorized equipment with 2-way radio systems. Approximate combined South Bend-Mishawaka fire protection: 360 firemen, 16 station houses, 668 fire alarm boxes, 3,484 fire hydrants and over 60 motorized fire and rescue vehicles. Sixteen resuscitators are on call. St. Joseph County maintains an active civil defense program with approximately 40 policemen and 25 vehicles on standby.

Recreation

South Bend-Mishawaka provides ample recreational facilities for old and young in a well-planned park and recreational system. 47 parks and playgrounds comprising 1,554 acres; 43 supervised summer programs; 3 golf courses; 5 indoor and 3 outdoor pools; 2 zoos; 1 greenhouse; 1 conservatory; 3 artificial and 6 natural ice skating rinks; senior citizens' recreation center; 83 tennis courts; 104 ball diamonds; 1 day camp; and a recreation program for mentally retarded. Additional attractions include: Notre Dame football, St. Joseph County 4-H Fair, numerous bowling lanes, 7 theatres, 7 public golf courses, and 2 private courses and public cookout sites. Industrial tours and trips to area points of interest are available. Nearby camps for recreation and training of youth include Camp Eberhart at Corey Lake, Camp Tannadoonah and Camp Kil-O-Qua at Birch Lake and Camp Tamarack on Wood Lake.

Retailing

Serving as the core for retailing in Northern Indiana-Southern Michigan, the South Bend-Mishawaka Metro Area has a wide diversification of over 2,000 retail firms which include department stores, variety firms, apparel wear, accessories, shoes, specialty shops and many others. 25% or more of the retail volume comes from out-of-town customers. Downtown facilities are supplemented by interesting neighborhood shopping areas and several close-in shopping centers.

Schools and Colleges

South Bend-Mishawaka educational facilities and opportunities are unsurpassed by metropolitan centers of comparable size. The two cities have 10 high schools and 58 junior high and elementary schools. Parochial school systems have 3 high schools and 23 elementary schools. The University of Notre Dame is recognized world over for its high-caliber instruction and research. Saint Mary's College is the oldest Catholic school in the nation for young women. The South Bend Campus of Indiana University offers degrees in Education and Business along with noncredit adult courses. Bethel College, founded in 1947 by the United Missionary Church, offers a liberal arts education. Other educational offerings include: several private schools, Michiana College of Commerce, Acme School of Design Engineering, technical and trade courses offered by the School City Adult Education Division. The South Bend Regional Campus of the Indiana Vocational Technical College offers vocational training for noncollege-bound students and adults. Holy Cross Junior College—one of the few junior colleges in the State of Indiana—is owned and conducted by the Brothers of the Congregation of Holy Cross, a teaching community of Religious in the Catholic Church.

Transportation

The convenient location of South Bend-Mishawaka allows motor and rail transportation overnight to 50% of the nation's industry. Sixty-eight motor carriers provide the area with nationwide service and makes this Indiana's second largest trucking center. The area is served directly by 6 railroad systems. The Chicago South Shore and South Bend Railway provides electric train service into Chicago's Loop. Local bus service is provided by the South Bend Public Transportation Corporation, 6 bus lines provide nationwide service. The Michiana Regional Airport, equipped with the latest radar and electronic service, provides an average of 30 flights daily. The area is serviced in all directions by Allegheny Airlines, Midwest Commuter Airlines, North Central Airlines and United Airlines. The jetport offers modern waiting room and restaurant and general aviation facilities, and motels are nearby. Area highways include: U.S. 6, 20, 31, 33 and 112; Indiana 2, 4, 23, 123, 219, 223, 331; Michigan 51, 60, 62, 140 and the Northern Indiana Toll Road, in addition to Interstate 80-90.

Wholesale/Distribution

About 400 wholesalers and distributors supply the market area with vital goods and services from local, regional and national firms. Local organizations distribute many thousands of items needed daily by retailers and manufacturers and provide vital technical assistance.